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PERIODIC EVALUATION OF TENURED FACULTY

**I. INTRODUCTION**

Tenured faculty have earned the right under California law to continued employment by virtue of probationary and tenured service during which both competence and performance have been rigorously reviewed and found to meet high professional standards. Therefore, in light of the special nature of tenured appointments, performance appraisals are formative in that the focus is upon the enhancement of instructional performance.

Periodic evaluation of tenured faculty serves as a means to stimulate the on-going professional development of faculty and to assure the overall quality of instruction. Further, Title 5, CSU Policy, and the collective bargaining agreement require that tenured faculty not subject to promotion review shall be evaluated at least every five (5) years. The evaluation shall include assessment by the Department Chair, School/College Personnel Committee, , and the Dean of faculty. The review will consider teaching effectiveness, professional growth and scholarly/creative activity, and university and community service.

**II.STANDARDS**

Teaching Effectiveness: This will be assessed in accordance with the current Policy on Assessment of Teaching Effectiveness. (Academic Policy Manual, pg. 322-1)

Professional Growth and Scholarly/Creative Activity: The faculty member being evaluated must demonstrate a pattern of engagement in a program of professional development and scholarly or creative activities.

University and Community Service: The faculty member being evaluated must provide evidence of consistent university and community service.

**III. PROCESS**

The periodic evaluation of tenured faculty shall be conducted by by the School/College Personnel Committee during the spring semester. The Department Chair may submit a separate assessment individually or in consultation with department tenured faculty members. In the case that the Department Chair is being evaluated under the provisions of this policy a Department Committee may be established to conduct the evaluation of the Chair. If any stage of the evaluation has not been completed within the specified period of time, the periodic evaluation shall be automatically transferred to the next level of review or appropriate administrator and the faculty unit employee shall be so notified.

The faculty member being evaluated shall submit material under the same process as in APM 325 for an off-year review, including a current vita.

The Committee shall develop an assessment report based upon the Committees’ evaluation of the quality and currency of: 1) materials submitted by the faculty member; 2) peer and student evaluations conducted since the last periodic evaluation which are representative of the faculty member's teaching responsibilities during the past five-year period; and 3) relevant materials in the Personnel Action File.

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The assessment report of the Committee and the Department Chair evaluation will be shared with the tenured faculty member. If the assessment is negative , the faculty member shall be provided the opportunity to meet and discuss with the Department Chair and/or College Committee before the assessment is forwarded to the subsequent level of assessment. The faculty member may also submit their comments regarding the assessment in writing. The assessment report of the Department Chair and the College Committee, with relevant documents used in the evaluation process, shall be forwarded to the Dean along with any recommendation the Committee and/or Chair choose to make. The Dean shall consult with the Chair and Committee and may add an independent assessment before discussing the assessments and any recommendations with the faculty member. The entire assessment report, including the Dean's assessment, shall be placed in the faculty member's Personnel Action File.

The faculty member being evaluated may submit a rebuttal within seven (7) days of the issuance of the final assessment report. This rebuttal is to be included in the Personnel Action File.

**IV. OUTCOMES**

Following a positive review and in consultation with the Department Chair, School/College Personnel Committee, as well as with the faculty member, the Dean may take appropriate action in accordance with the University, School and Department policies based upon the periodic evaluation. Possible actions include, but are not limited to: letters of commendation; special consideration for teaching assignments; professional travel; assigned time; professional development opportunities; and recognitions or rewards.

An unsatisfactory overall evaluation will mandate that an interim evaluation be conducted the following academic year using the same criteria and standards.

If the periodic evaluation conducted is a result of a previously unsatisfactory evaluation, the following actions may be taken: scheduling of further interim periodic evaluations; additional student and/or peer evaluations of teaching; establishment of performance goals with scheduled reporting of progress; other professional development activities designed to improve specified aspects of performance; and if appropriate, verbal or written recommendations (development program) or a recommendation for discipline pursuant to Article 19 of the collective bargaining agreement.

Approved by the Academic Senate May 1981

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