



The Unit RTP and PTR Committee Composition Process and Related Handbook Changes

RES 252610

FAC

RESOLVED: That the Handbook sections in this resolution replace sections 305.6.1, 305.6.2, 305.6.3, 305.6.4, 306.3.

RESOLVED: The following changes be made to the University Handbook (additions in bold underline, deletions in strikethrough).

~~305.6.1 Election and Composition of the Unit RTP Committee~~ *(revised 2023-2024).*

~~The academic deans will be responsible for ensuring that departments are in compliance with this section. To ensure that the unit committee is appropriately constituted, the department will submit to the dean, at least three weeks before the beginning of a review cycle, a list of members of the Unit RTP Committee.~~

~~If a unit committee is inappropriately constituted, the review(s) performed by that committee is (are) null and void. The review level that discovers the violation will notify the department that it must reconstitute the Unit RTP Committee so that it can reevaluate the file(s).~~

- ~~a. The probationary and tenured faculty of each unit shall elect a committee from among its tenured members for the purposes of evaluating and recommending faculty for retention, the award of tenure, and/or promotion. Tenured faculty enrolled in the Faculty Early Retirement Program (FERP) are eligible to serve, in accordance with their FERP contracts but may decline such service. If elected, eligible tenured members not in the FERP are obligated to serve. Faculty serving as President of the CFA, Director of the Teaching and Learning Center, or Director of Assessment are not eligible to serve on a Unit RTP Committee.~~
- ~~b. At the candidate's discretion, for unstated reasons, the candidate may request a specific eligible member from within or outside the unit to serve as an additional member of the committee. This member serves in addition to the three or more~~

- faculty elected by the unit. The requested member shall serve as a voting member of the unit RTP committee for the requesting faculty case only. Such members shall not participate in the review of any faculty except those who have requested their service.
- c. ~~A faculty with a formal joint appointment shall have, at the time of appointment, designated the unit to conduct their review.~~
 - i. ~~A faculty with a formal joint appointment shall have the right to participate in the elections of both the unit RTP committee of the designated unit and that of the other unit.~~
 - ii. ~~When reviewing a faculty holding a formal joint appointment, one or two members selected by and from the secondary unit RTP committee shall augment the designated unit RTP committee.~~
 - d. ~~The unit RTP committee shall consist of no fewer than three (3) full-time tenured faculty. If a unit has fewer than three members qualified to serve on the committee, all eligible members from the unit are expected to serve on the committee. The probationary and tenured faculty shall elect one or more eligible committee members from other units to fill the remaining positions on the unit committee up to a total number of 3 members. The outside member(s) shall have the same responsibilities as all such committee members.~~
 - e. ~~With respect to librarians and counselors, the word "unit" as used in this section of the Handbook refers to the library and the counseling center, respectively, as the administrative unit for the election of a unit RTP committee.~~
 - f. ~~Except in cases of probationary faculty already at the top rank (professor or equivalent), in promotion and tenure considerations, members of the unit RTP committee must have a higher rank than those being considered for promotion or tenure.~~
 - g. ~~Faculty may serve on the review committee of more than one unit during a given RTP cycle.~~
 - h. ~~Faculty members undergoing post-tenure review may serve on RTP committees unless they are requesting promotion during that academic year.~~
 - i. ~~A unit chair submitting a separate evaluation and recommendation shall not serve on the unit RTP committee. The unit chair review shall be conducted independently and in parallel with the unit committee review.~~
 - j. ~~A faculty serving as a dean (including assistant or associate dean) or as a member of the University Review Committee (URC) shall not serve on any unit RTP committee.~~

- k. ~~The unit RTP committee shall elect its own chair, who participates in the evaluation and votes on the recommendation.~~

305.6.1 Election and Composition of the Unit RTP Committee

A. Candidate Definition

For purposes of this section, each faculty member submitting a Working Personnel Action File (WPAF) for review shall be referred to as the *candidate*. Candidates may refer to temporary or probationary faculty seeking retention, or faculty eligible for tenure and/or promotion.

B. Candidate-Specific Committees

A separate Unit RTP Committee shall be constituted for each candidate under review. If there are multiple candidates within a unit in a given review cycle, each candidate shall have a distinct committee. In practice, committee membership will overlap (i.e., one faculty member may serve on multiple Unit RTP Committees). Although each Unit RTP Committee is treated separately, they are not necessarily mutually exclusive in terms of membership. The following considerations necessitate this practice:

- I. **Conflicts of Interest:** Faculty members with a conflict of interest may be excluded from one committee without affecting the review of other candidates (see Handbook Section 301.4 and Appendix J).
- II. **Candidate-Appointed Members:** Each candidate may appoint one additional eligible member. This appointment is candidate-specific and requires distinct committee formation.
- III. **Rank Requirements:** Members must hold a higher rank than the candidate (except probationary faculty at the top rank). Eligibility may differ by candidate.
- IV. **Chair Restrictions:** A Unit Chair may not serve on a candidate's committee if submitting a separate chair evaluation. Eligibility is determined on a per-candidate basis.

- V. **Committee Size and Composition:** Minimum size and outside member requirements may vary depending on candidate appointments and availability.
- VI. **Appeal Rights:** If the University Review Committee determines that a committee was improperly constituted, only that candidate's committee must be reconstituted.
- VII. **Professional Expectations:** Deliberations, votes, and minority reports are to be based solely on the candidate's Personnel Action File (PAF), Working Personnel Action File (WPAF), and Unit RTP Criteria. Maintaining distinct committees ensures focused and equitable evaluations.
- VIII. **Workload Equity:** Forming candidate-specific committees distributes service obligations more equitably across tenured faculty, particularly in larger units. Because it is unfair to obligate one faculty member to serve on many committees while others serve on none, it is recommended that units determine how to equitably distribute service on Unit RTP committees.
- IX. **Shared Responsibility in Larger Units:** In departments with many tenured faculty, candidate-specific committees prevent the same individuals from serving on every review, thereby balancing workload.
- X. **Equity in Additional Member Influence:** The impact of a candidate-appointed member differs depending on committee size. In a three-member committee, one additional member represents 25% of the vote; in a seven-member committee, that same additional member represents only 12.5%. Forming candidate-specific committees provides consistency and fairness in representation across small and large units.

C. **Submission of Committee Membership Lists**

The Department Chair shall submit to the college dean and the candidate under review a list of Unit RTP Committees and their members no later than two (2) weeks prior to the start of each review cycle, as defined by the Office of Faculty Affairs. The start date shall be defined as the date committees receive access to candidate files (WPAFs). The dean shall

request chair appointment from the candidate; if there is no preference, the unit committee shall determine a chair from among the elected or appointed members.

D. Eligibility to Serve

- I. All tenured faculty within a unit are eligible to serve on a Unit RTP Committee, with the exception of faculty on the University Review Committee (URC), who shall not serve on Unit RTP Committees.
- II. Tenured faculty are eligible to serve on multiple Unit RTP Committees.
- III. Faculty members in the Faculty Early Retirement Program (FERP) or on sabbatical may serve but are not required to do so.
- IV. Tenured faculty not in FERP and not on sabbatical are obligated to serve on at least one Unit RTP Committee, if elected by the majority of probationary and tenured faculty from within the unit (see Handbook Section 305.6.1.G: Nomination and Election Process).
- V. Faculty undergoing post-tenure review may serve on Unit RTP Committees and post-tenure review committees.
- VI. The Unit Chair may not serve on the Unit RTP Committee if they also submit a separate chair evaluation.
- VII. Faculty serving in any administrative capacity, including as a dean, associate dean, assistant dean, or Management Personnel Plan (MPP) employee, as well as members of the University Review Committee (URC), may not serve on a Unit RTP Committee.
- VIII. For unstated reasons, the Associate Vice President for Faculty Affairs may determine that other faculty are ineligible to serve.

E. Rank Requirements

Except in cases where candidates are already at the top rank (Professor or equivalent),

members of the Unit RTP Committee must hold a higher rank than the candidate under consideration.

F. Composition

- I. A separate committee shall be constituted for each candidate under review. Membership of each committee shall be determined according to the eligibility and election procedures outlined in this Handbook.
- II. If a unit has fewer than three eligible faculty, all eligible members of the unit must serve, and additional members shall be elected from other units until the committee reaches three (3) members.
- III. Outside members shall have the same responsibilities and rights as all committee members.

G. Nomination and Election Process

- I. Each Unit RTP Committee shall have three (3) elected members.
- II. Any eligible faculty member may nominate themselves or be nominated by a candidate under review.
- III. All eligible faculty members who are not participating in the Faculty Early Retirement Program (FERP) shall nominate themselves to serve on at least four Unit RTP Committees per review cycle, unless the Unit requires fewer than four committees. In such cases, eligible faculty shall nominate themselves to serve on all Unit RTP Committees established for that cycle.
- IV. Faculty in FERP or on sabbatical are not obligated to nominate themselves or serve on a Unit RTP Committee, but may choose to serve (see University Handbook Section 305.6.1.D: Eligibility to Serve).
- V. All probationary and tenured faculty in the unit may vote on committee membership.

- VI. If more than three (3) eligible members express interest, the election shall be conducted by secret ballot.
1. One election shall be held per candidate.
 2. The three members with the most votes shall be elected to the Unit RTP Committee.
 3. The election shall be coordinated by an administrative support coordinator or the Dean's office.
- VII. The candidate shall be given the choice to select the Unit RTP Committee chair from among the elected or appointed members. If there is no preference, the unit committee shall determine a chair from among the elected or appointed members. However, if a faculty member is already serving as Chair on four or more committees during the same RTP cycle (see Handbook Section 305.6.2), they may decline to serve as Chair for additional committees.

H. Candidate-Appointed Member

- I. At their discretion, and for unstated reasons, a candidate may appoint one (1) additional eligible member from within the unit, college, or related discipline. This is optional, and not required. Members of the URC cannot be appointed.
- II. This appointment raises the committee membership to four (4).
- III. The appointed member shall serve as a voting member only for the case of the appointing candidate.
- IV. A faculty member may decline appointment if they are the only tenured faculty member available to serve on their unit RTP Committee. All other eligible faculty members are obligated to accept appointment. Faculty candidates should engage in consultation with the potential appointee before appointing them.

I. Conflict Resolution

If a candidate believes that their Unit RTP Committee was improperly constituted, they

may appeal to the Chair of the University Review Committee (URC). If the URC determines the committee was formed inappropriately, it shall direct the unit to reconstitute the committee following correct procedures.

If a Unit is unable to amicably establish a Unit RTP Committee in accordance with these guidelines, the University Review Committee (URC) shall determine the membership of the Unit RTP Committee. The URC may appoint eligible faculty members to serve as necessary to ensure the committee is properly constituted. Faculty shall be obligated to serve if appointed by the URC.

~~305.6.2 Term of Service on the Unit RTP Committee~~

~~The term of service on a unit RTP committee shall be for one (1) RTP cycle of the review process. There are three RTP cycles during each academic year:~~

- ~~• Fall review of second-year probationary faculty;~~
- ~~• Fall review of 3rd through 6th-year probationary faculty and tenured faculty requesting consideration for promotion; and~~
- ~~• Spring review of first-year probationary faculty and temporary faculty. Refer to <https://www.csub.edu/facultyaffairs/RTP/index.html>~~

305.6.2 Term of Service on the Unit RTP Committee

- I. The term of service on a Unit RTP Committee is one (1) review cycle.
- II. There are three review Unit RTP cycles each academic year:
 1. **Fall 1:** Review of second-year probationary faculty.
 2. **Fall 2:** Review of third- through sixth-year probationary faculty, and of tenured faculty requesting promotion.
 3. **Spring:** Review of first-year probationary faculty and temporary faculty.
- III. Faculty may serve on multiple Unit RTP Committees within a given year.

305.6.3 Evaluation and Recommendation by the Unit Committee

While faculty and students may contribute to the deliberations concerning a faculty, only unit RTP committee members shall participate in forming the written performance evaluation and recommendation.

- A. The views expressed by individual members of the unit RTP committee during the committee's deliberations shall be confidential.
- B. It is a professional expectation that each Unit RTP Committee member:
 - I. Reviews the candidate's Personnel Action File (PAF), Working Personnel Action File (WPAF), and the approved Unit RTP Criteria.
 - II. Signs the PAF and WPAF access sheet.
 - III. Bases their evaluation and votes solely on the materials presented in the Personnel Action File (PAF), the Working Personnel Action File (WPAF), and the approved Unit RTP Criteria (see University Handbook sections 305.4.2.4 and 305.4.2.5).
 - IV. Maintains fairness, impartiality, and confidentiality throughout the review process.
- C. The unit RTP committee shall prepare a written evaluation and recommendation based on information in the PAF and WPAF. The evaluation shall address the criteria within the relevant unit RTP criteria document and clearly state whether expectations have been met within each area. When a committee determines expectations are not met in an area, an explanation for this evaluation shall be provided. The evaluation and recommendation shall be approved by a simple majority of the full committee. An abstention shall count as a negative vote.
- D. All committee members shall sign the unit RTP committee evaluation and recommendation as an indication of their participation in the evaluation process. Any member of the unit committee may submit a minority report. If any minority reports are submitted, a cover sheet signed by all committee members shall be included to indicate that they have reviewed the minority report(s).
- E. The RTP file, including evaluations and recommendations from the unit committee and from the unit chair (if provided), shall be forwarded to the dean.
- F. Faculty candidates may submit written responses or rebuttals, in accordance with the Collective Bargaining Agreement.
- G. All evaluations and any faculty response shall be placed in the candidate's Personnel Action File (PAF).

305.6.4 Evaluation and Recommendation by Unit Chair

The chair may make a separate written evaluation and recommendation as part of the performance review. If such is the case, the chair shall not serve as a member of the candidate's unit RTP committee. The separate chair evaluation shall be based solely on the materials presented in the PAF and WPAF.

306.3 Post-Tenure Review

- ~~a. For the purpose of maintaining and improving a tenured faculty's effectiveness, tenured faculty shall be subject to periodic performance reviews at intervals of no greater than five (5) years.~~
- ~~b. Each unit shall determine explicate criteria for post-tenure review of faculty (including Associate Professors, Associate Librarians, or Associate Counselors) provided that, at minimum, the criteria include faculty teaching performance, scholarship, service (as appropriate to their appointment), and currency in the field appropriate to university-level expertise. Those units that do not specify criteria for evaluation shall follow the campus criteria used for retention, tenure, and promotion reviews.~~
- ~~c. A performance review for the purposes of promotion shall serve as the post-tenure periodic review.~~
- ~~d. Subject to approval by the appropriate dean, a faculty member may request an early review.~~
- ~~e. The PTR evaluation process shall be initiated by the Provost's Office by notifying faculty who are scheduled for post-tenure review. PTR Review shall be conducted during the fall semester.~~
- ~~f. The probationary and tenured members of the unit shall elect a post-tenure review committee to carry out the periodic review. The committee shall consist of no fewer than three (3) full-time tenured faculty of equal or higher rank than the individual being evaluated. If a unit has fewer than three members qualified to serve on the committee, all eligible members from the unit are expected to serve on the committee. The probationary and tenured faculty shall elect one or more eligible committee members from other units to fill the remaining positions on the committee up to a total number of 3 members. The outside member(s) shall have the same responsibilities as all such committee members.~~
- ~~g. At the candidate's discretion, for unstated reasons, the candidate may request a specific eligible member from within or outside the department to~~

~~serve as an additional member of the committee. This member serves in addition to the three or more faculty elected by the unit. The requested member shall serve as a voting member of the unit PTR committee for the requesting faculty case only. Such members shall not participate in the review of any faculty except those who have requested their service.~~

- ~~h. The unit PTR committee shall elect its own chair, who participates in the evaluation and votes on the recommendation.~~
- ~~i. The committee evaluation and file shall be forwarded to the appropriate dean.~~
- ~~j. The unit chair may submit an evaluation as part of the post-tenure review, but then shall be ineligible to serve on the unit committee. The unit chair review shall be conducted independently and in parallel with the unit committee review.~~
- ~~k. Faculty who are undergoing post-tenure reviews shall not serve on any post-tenure review committee during that academic year.~~
- ~~l. A copy of each level's evaluation shall be sent to the faculty member who may comment on it in writing using the rebuttal process.~~
- ~~m. The school dean shall prepare a summary of the evaluations prepared during the periodic review. The school dean and the unit committee review chair shall meet with the faculty to discuss the evaluations and the summary. The faculty may submit a response to the written summary.~~
- ~~n. The written summary and the evaluations shall be placed in the faculty member's Personnel Action File (PAF) that is kept in the appropriate Dean's office.~~

~~(Revised 2023-2024)~~

306.3 Post-Tenure Review

A. Purpose and Frequency

Post-tenure review (PTR) is conducted to maintain and enhance tenured faculty effectiveness. Reviews occur at intervals of no more than five (5) years.

- I. Post-tenure review committees are responsible for evaluating tenured faculty candidates who are undergoing post-tenure review *without promotion*.
- II. Promotion of tenured faculty shall ordinarily occur at the beginning of the sixth year after appointment to their current rank or classification.

1. If a candidate is requesting promotion, including early promotion, then they shall submit their WPAF to a Unit for review by a Unit RTP Committee; the Unit RTP Committee shall evaluate candidate's requesting promotion in accordance with the Unit RTP Criteria.
- III. For purposes of this section, each tenured faculty member submitting a Working Personnel Action File (WPAF) for post-tenure review shall be referred to as the candidate.

B. Candidate-Specific Committees

A separate Post-Tenure Review (PTR) Committee shall be constituted for each tenured faculty member under review. If multiple tenured faculty are scheduled for PTR within a unit during a given cycle, each shall have a distinct committee. In practice, committee membership will overlap (i.e., one faculty member may serve on multiple Unit PTR Committees). Although each Unit PTR Committee is treated separately, they are not necessarily mutually exclusive in terms of membership. The rationale mirrors that of RTP committees and includes conflicts of interest, candidate-appointed members, rank requirements, chair restrictions, committee size and composition, appeal rights, workload equity, shared responsibility, equity in additional member influence, and the need for professional expectations to remain focused on a single case (see University Handbook Section 305.6.1.B).

C. Criteria

Criteria for Post-Tenure Review shall be in accordance with Handbook sections 305.4.2.4 and 305.4.2.5.

D. Timing and Initiation

- I. The Provost's Office shall notify faculty scheduled for review during the fall semester of the academic year prior to when the review will take place. Notification shall clearly indicate whether faculty are eligible for promotion consideration, in which case a Unit RTP Committee will conduct the review for promotion consideration.
- II. PTR reviews shall be conducted during the fall semester.

- III. A review for promotion shall satisfy the five-year PTR requirement.
- IV. With college dean approval, faculty may request an early review.

E. Submission of Committee Membership Lists

The Department Chair shall submit to the college dean and the candidate under review a list of Unit PTR Committees and their members no later than two (2) weeks prior to the start of each review cycle, as defined by the Office of Faculty Affairs. The start date shall be defined as the date committees receive access to candidate files (WPAFs). The dean shall request chair appointment from the candidate; if there is no preference, the unit committee shall determine a chair from among the elected or appointed members.

F. Eligibility to Serve and Rank Requirements

- I. The probationary and tenured faculty of each unit shall elect a PTR Committee consisting of no fewer than three (3) full-time tenured faculty. Except in cases where candidates are already at the top rank (Professor or equivalent), members of the Unit RTP Committee must hold a higher rank than the candidate under consideration.
- II. All tenured faculty of appropriate rank within a unit are eligible to serve on a Unit PTR Committee, with the exception of faculty on the University Review Committee (URC), who shall not serve on Unit PTR Committees.
- III. All eligible faculty members who are not participating in the Faculty Early Retirement Program (FERP) or on sabbatical shall nominate themselves to serve on at least four Unit Post-Tenure Review (PTR) Committees per review cycle, unless the Unit requires fewer than four committees. In such cases, eligible faculty shall nominate themselves to serve on all Unit PTR Committees established for that cycle. Faculty who are on FERP or sabbatical are not required to nominate themselves.
- IV. Faculty undergoing post-tenure review may serve on Unit RTP Committees and post-tenure review committees.

- V. The Unit Chair may not serve on the Unit PTR Committee if they also submit a separate chair evaluation.
- VI. Faculty serving in any administrative capacity, including as a dean, associate dean, assistant dean, or Management Personnel Plan (MPP) employee, as well as members of the University Review Committee (URC), may not serve on a Unit Post-Tenure Review (PTR) Committee.
- VII. For unstated reasons, the Associate Vice President for Academic Affairs may determine that other faculty are ineligible to serve.

G. Composition

- I. A separate committee shall be constituted for each candidate under review. Membership of each committee shall be determined according to the eligibility and election procedures outlined in this Handbook.
- II. All probationary and tenured faculty in the unit may vote on committee membership.
- III. If fewer than three members are eligible, outside members shall be elected until the committee reaches three (3). If a unit has fewer than three eligible faculty, all eligible members of the unit must serve, and additional members shall be elected from other units until the committee reaches at least three (3). Outside members shall have the same responsibilities and rights as all committee members.
- IV. If more than three (3) eligible members express interest, the election shall be conducted by secret ballot.
 - 1. One election shall be held per candidate.
 - 2. The three members with the most votes shall be elected to the Unit PTR Committee.
 - 3. The election shall be coordinated by an administrative support coordinator or the Dean's office.

- V. The candidate shall be given the choice to select the Unit PTR Committee chair from among the elected or appointed members. If there is no preference, the unit committee shall determine a chair from among the elected or appointed members. However, if a faculty member is already serving as Chair on four or more personnel committees during the same PTR cycle, they may decline to serve as Chair for additional committees.

H. Candidate-Appointed Member

At their discretion, and for unstated reasons, candidates may appoint one (1) additional eligible member from within the unit, college, or related discipline, raising the total to four (4). This is optional, and not required. Members of the URC cannot be appointed. The appointed member shall serve as a voting member only for the case of the appointing candidate. A faculty member may decline appointment if they are the only tenured faculty member available to serve on their unit RTP Committee. All other eligible faculty members are obligated to accept appointment. Faculty candidates should engage in consultation with the potential appointee before appointing them.

I. Conflict Resolution

If a candidate believes that their Unit PTR Committee was improperly constituted, they may appeal to the Chair of the University Review Committee (URC). If the URC determines the committee was formed inappropriately, it shall direct the unit to reconstitute the committee following correct procedures.

If a Unit is unable to amicably establish a Unit PTR Committee in accordance with these guidelines, the University Review Committee (URC) shall determine the membership of the Unit PTR Committee. The URC may appoint eligible faculty members to serve as necessary to ensure the committee is properly constituted. Faculty shall be obligated to serve if appointed by the URC.

J. Reports and Minority Opinions

- I. It is a professional expectation that each Unit PTR Committee member:

1. Reviews the candidate's Personnel Action File (PAF), Working Personnel Action File (WPAF), and the approved Unit PTR Criteria.
 2. Bases their evaluation and votes solely on the materials presented in the Personnel Action File (PAF), the Working Personnel Action File (WPAF), and the approved Unit PTR Criteria.
 3. Maintains fairness, impartiality, and confidentiality throughout the review process.
- II. Any committee member who disagrees with the majority recommendation may submit a minority report.
 - III. If minority reports are submitted, a cover sheet signed by all committee members shall be included to certify that all members have reviewed the minority report(s).
 - IV. Faculty candidates may submit written responses or rebuttals, in accordance with the Collective Bargaining Agreement.
 - V. All evaluations and any faculty response shall be placed in the candidate's Personnel Action File (PAF).
 - VI. The Dean shall prepare a written summary of evaluations and meet with the faculty member, accompanied by the PTR Committee Chair, to discuss the findings.

RATIONALE:

This resolution makes comprehensive revisions to University Handbook Sections 305.6.1, 305.6.2, 305.6.3, 305.6.4, and 306.3 to clarify, modernize, and harmonize the processes governing faculty evaluation, promotion, tenure, and post-tenure review (PTR). The changes address several longstanding issues identified in three Academic Senate referrals spanning 2024–2026, which called for clearer election procedures, consistent expectations, and correction of omissions introduced by prior revisions.

Referrals 2024–2025 #34 and 2025–2026 #05 requested that the Faculty Affairs Committee review ambiguities in the election process for Unit RTP Committees. The FAC discussed:

- Whether all eligible faculty appear on ballots,
- Who is eligible to vote,
- How candidates may influence committee composition,
- The voting and composition process, and
- What to do when a committee cannot be amicably constituted

The revised language addresses these issues by establishing candidate-specific committees. Each faculty member under review (the “candidate”) will have a separate Unit RTP Committee constituted for their individual case. This ensures fairness, avoids conflicts of interest, and prevents the invalidation of multiple reviews when one committee is improperly formed. The new structure enables flexibility (since membership can overlap across candidates), while reinforcing accountability (each committee is formally constituted and documented separately).

The revisions also codify:

- Ballot transparency: All eligible tenured faculty must appear on ballots.

- Voting eligibility: All probationary and tenured faculty may vote in their unit's RTP elections.
- Candidate agency: Candidates may appoint one additional eligible faculty member to their own committee for unstated reasons, creating a limited but meaningful mechanism to ensure trust and fairness.
- Conflict resolution: The University Review Committee (URC) now serves as the arbiter if a unit cannot form a compliant committee, ensuring continuity and preventing procedural gridlock.

These provisions create consistency across colleges and departments and protect both candidates and evaluators from potential conflicts, procedural invalidations, and perceptions of inequity.

The new model introduces workload equity expectations, recognizing that in larger departments, some faculty may be disproportionately burdened by multiple committee assignments while others serve rarely or not at all. The revised language clarifies that:

- All eligible tenured faculty not in FERP or on sabbatical are expected to serve on at least one Unit RTP Committee, if elected.
- Service obligations should be distributed equitably across faculty members.
- Faculty on FERP or sabbatical may serve but are not required to.

This codifies a principle of shared governance with equitable service, balancing institutional needs with faculty workload fairness.

Section 306.3 (Post-Tenure Review) is revised to align with the new RTP framework. Like RTP, PTR now uses candidate-specific committees and applies identical eligibility, election, and conflict resolution rules. This ensures procedural consistency across all faculty review processes and reduces confusion.

PTR committees now:

- Follow the same rank and eligibility requirements as RTP committees.
- Allow people who are undergoing PTR to serve on other committees.
- Allow one candidate-appointed member.
- Use identical evaluation standards and confidentiality expectations.
- Utilize the same appeal process through the URC.

This harmonization corrects inconsistencies between RTP and PTR processes and simplifies policy administration for deans, faculty affairs staff, and reviewers.

Referral 2025–2026 #25 identified that language adopted in RES 222309 (The Personnel Action File and the Working Personnel Action File) was unintentionally excluded from the version that was created by RES 222335 (RTP Evaluation Letters)

This resolution reincorporates the omitted provisions by requiring:

- Each committee member to review the WPAF and sign the WPAF access sheet.
- All evaluations to be based solely on the materials contained in the PAF, WPAF, and approved Unit RTP Criteria.

This correction aligns University policy with the Collective Bargaining Agreement (CBA), which stipulates that personnel recommendations and decisions must be based on the Personnel Action File (CBA 15.12c).

To eliminate ambiguity, the revisions explicitly prohibit individuals serving in administrative roles—including deans, associate deans, assistant deans, MPPs, or members of the URC—from serving on Unit RTP or PTR Committees.

This maintains independence of review and avoids any perception of administrative influence over peer evaluations.

The revision also reinforces rank requirements: committee members must hold a higher academic rank than the candidate under review (except when the candidate is already at the top rank). This preserves hierarchical fairness

Language in 305.6.3 and 305.6.4 (Evaluation and Recommendation) codifies professional expectations of:

- Confidentiality in deliberations,
- Fairness and impartiality in evaluation,
- Majority vote rules (with abstentions counting as negative votes),
- Requirements to base evaluation on the contents of the PAF and WPAF,
- Requirements for minority reports and collective certification of their review, and
- Candidate rights to rebuttal and inclusion of responses in the official PAF.

These standards are reinforced across RTP and PTR processes, ensuring uniformity and procedural justice. The revised sections establish clear procedural deadlines and administrative responsibilities:

- Department chairs must submit lists of all Unit RTP and PTR Committees to the college dean two weeks before each review cycle begins.
- Faculty Affairs will define the start of the review cycle as the date when committees gain access to WPAFs.

This creates a predictable, auditable timeline that helps ensure compliance and prevents review delays or invalidations caused by unclear or inconsistent administrative practices.

Over time, multiple resolutions (RES 222309, RES 222335, RES 242515, etc.) introduced overlapping or partially inconsistent revisions to Sections 305 and 306. The present resolution consolidates these disparate changes into a comprehensive, internally consistent policy that reflects the current best practices of faculty evaluation.

By revising Sections 305.6.1, 305.6.2, 305.6.3, 305.6.3, 306.3, this resolution:

- Corrects internal inconsistencies across units and committees,
- Clarifies expectations for both faculty and administrators,
- Improves Handbook organization and clarity,
- Incorporates previously approved but omitted language,
- Ensures alignment with the CBA and campus-level policy,
- And establishes a sustainable framework for equitable and fair evaluation

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