

**CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
THEATRE AND DANCE DEPARTMENT  
STATEMENT OF PERSONNEL POLICIES AND PROCEDURES**

**I. Prefatory Material**

- A. While the procedural outline below is a necessary organizational guide to faculty evaluation, the Theatre and Dance faculty emphasizes these primary concerns:
1. Teaching effectiveness as determined by a combination of class visitations, student evaluations and longer-term assessment of student growth and achievement.
  2. Creative contributions to the department.
  3. The continuing professional development of each instructor.
  4. Service to the Department, University and Community.
  5. Other university criteria listed are important factors in support of these primary emphases.

The Department of Theatre and Dance weights its evaluation criteria in the following succession of importance: Teaching Effectiveness and Creative Contributions to the department are weighted the highest and in that order. Scholarly and Professional Achievements, and Service to the Institution and Service to the Community are to be ranked below the first two, but are of equal importance.

**II. General Procedures**

- A. Recommendations on appointment, retention, tenure and promotion originate with the Theatre and Dance Department and subsequently pass through appropriate levels to the university president or his designee. In advance of the established deadlines for each personnel action, the members of the department's Retention, Tenure and Promotion Committee will proceed to evaluate each person for whom recommendations are made using the criteria cited below and in the MOU Articles 11-25, 27 and 28, and CAM 342.2-346.3.

**III. Initial Recruitment and Appointment**

**A. Probationary Appointments**

**1. Procedures:**

**a. Establishment of a Search Committee for Probationary Faculty**

- 1). A Search Committee composed of tenured Theatre and Dance faculty will be elected by all tenured and tenure track faculty of the Theatre and Dance Department. In the event that there are not enough tenure track Theatre and Dance faculty to serve, members may be elected from within the University; in special circumstances, non-tenured probationary faculty can serve upon approval of the college dean.

- 2). The Search Committee shall have a minimum of three members.  
One or more members shall be from the discipline area for which the search is being made — either theatre or dance.
- 3). An employment equity facilitator must be a part of the committee although  
he or she need not be a voting member.

**b. Role of the Search Committee**

- 1). The following procedures will be followed in consultation with the Theatre and Dance Department chair and the dean of the College of Liberal Arts:
  - (a) Write the advertisement(s) for the position being sought.
  - (b) Establish appropriate advertising procedures.
  - (c) Seek the widest possible distribution of the advertisements, utilizing national and regional professional journals and institutions, as well as local media.
  - (d) Communicate appropriate application procedures.
  - (e) Review applications and establish a short list of candidates (3-6 individuals).
  - (f) Schedule interviews and campus visitations for the candidates to be interviewed. Visitation and interview schedules should be made and distributed so the tenured faculty, department head, and college dean can meet with the candidates and participate in the interview process.

**c. Advertising Sources for Probationary Faculty Positions**

- 1). National, regional, and local professional magazines, journals and newspapers.
- 2). Professional companies/organizations and academic institutions with related programs.
- 3). Conferences
- 4). Unsolicited inquiries on file
- 5). Academic Personnel (on-line campus and CSU websites)

**d. Interviews**

- 1). After consultation with the department chair, the Search Committee will establish an applicable set of questions for the applicants and a format for the interviews in accordance with equal employment guidelines.
- 2). Definite provisions should be made to assure that during his/her visit, the candidate will have these terms explained:
  - (a) Theatre and Dance Department structure and goals within the context of the university
  - (b) Cal Poly educational philosophy
  - (c) Probable teaching schedule and probable teaching load expectations
  - (d) Reappointment, tenure and promotion criteria
  - (e) Starting salary and salary schedule

(f) Department's anticipated hiring schedule

- 3). Candidates may be required to present a lecture/demonstration for faculty and students. Candidates should be informed of the details of this aspect of the interview at the time of arrangement of the interview.
- 4). Applications will be available for review in the department office for at least one week, during which time any tenured faculty may request that a letter be sent to any specific applicant selected to be interviewed to either provide or seek additional information.

**e. Candidate Selection**

- 1). The final vote is determined by the majority vote of the Search Committee. The department chair submits a separate recommendation. All recommendations are then forwarded to the college dean.

**2. Criteria for Appointment**

**a. General criteria** for appointment shall be consistent with MOU Article 12, and CAM 341.C

**b. Specific to the Theatre and Dance Department**

- 1). For full-time employment in the Theatre and Dance Department, the candidate's background qualifications should give clear evidence of accomplishment in the field of theatre or dance as a teacher, as well as an artist/scholar. He or she should have the potential to achieve a national reputation as a mature scholar or artist in the field of theatre or dance. The candidate should possess a terminal degree, or its equivalent, in his or her field of expertise.
  - (a) A Master of Fine Arts degree is considered a terminal degree in studio areas such as choreography, costume design, scenic design, acting or dancing, and directing.
  - (b) A Ph.D. degree in Theatre or Dance can also be considered a terminal degree in these areas but usually focuses on the history, literature, and criticism of theatre or dance. Certificates awarded by institutions other than American or foreign universities may be regarded as evidence of accomplishment or experience but will not be recognized as the equivalent or partial equivalent of a terminal university degree.
  - (c) In certain circumstances, depending on the institution granting the degree, and the time of matriculation, a Master of Arts degree may be considered the equivalent of an Master of Fine Arts degree.
  - (d.) Equivalent, high-level, professional accomplishment and experience in some cases may be accepted as equivalent to a terminal degree
- 2). Recommendations from academic and other professional associates.
- 3). University/college level teaching experience preferred.

- 4). Performance and effectiveness as demonstrated in lectures, demonstrations and presentations to department's students and tenured faculty.

### **B. Temporary Appointments**

1. The criteria outlined immediately above in Section A,2 "Criteria for Appointment" can be used according to department needs. MOU makes no provisions as to the composition of the search committee for temporary appointments. Therefore, it is up to the tenured faculty to determine the composition of the search committee for temporary appointments. The part-time pool will typically be the principal source of candidates for temporary appointments.
2. Possible alternatives to the above criteria:
  - a. International or national reputation
  - b. Significant work experience in specialized area of recruitment.

### **IV. EVALUATION CRITERIA-**

Procedures will be consistent with those established in MOU and CAM.

In assessing the performance of a faculty member, a recognition of the diverse nature of the disciplines represented in the Theatre and Dance Department is essential. In addition to such academic areas as theatre history and dance history, dance repertory, dramatic literature, dramatic structure, criticism, and pedagogy, the department trains students in such diverse skills as acting, dance technique, directing, choreography, scene design, voice, costume, makeup, lighting, sound, technical direction, theatre organization, and stage management. Theatre and Dance faculty members, therefore, are highly specialized individuals, and any evaluation must recognize their unique functions and the highly specialized nature of kinds of growth within each area. No area of instruction is to be considered more academically "respectable" or worthy of special significance, in evaluation for promotion or tenure, than any other.

Theatre and Dance Department faculty members are recruited not only for formal classroom expertise but for specific creative assignments in the department production program. The production program is a vital element in student training. The faculty member whose appointment responsibilities include production duties, therefore, is expected to set a standard of artistic excellence in his or her area of expertise, to maintain high standards of organization and efficiency in production, and to train student members of the production team to emulate these standards of artistry and efficiency.

### **A. General Evaluation Criteria for Tenured and Tenure Track Faculty**

In reviewing the Personnel Action Files of tenured and tenure track faculty, the Retention Tenure and Promotion Committee (RTP) will consider the following three categories: Teaching, Professional Growth and Development, and Service.

The items listed in A1-4 may serve as examples of possible evaluation criteria: The lists are not exclusive and additional examples may be included as deemed appropriate by faculty in the department. In addition, the lists are not intended to imply a ranking in order of priority.

### **1. Teaching**

Teaching effectiveness is to be measured by:

- a. Command of the subject
- b. Skill in organizing material with force and logic
- c. Currency of course content
- d. Intellectual and creative integrity
- e. Ability to stimulate and inspire a high level of student accomplishment
- f. Ability to supervise independent studies
- g. Accuracy of evaluation techniques
- h. Effectiveness of student advising and mentoring, including keeping current on GE requirements, and major and minor requirements
- i. Observing posted office hours
- j. Curriculum development and development of new teaching methods and materials
- k. Use of technology in the classroom when appropriate
- l. Development of programs and significant revisions to programs
- m. Team teaching or collaboration where appropriate
- n. Involvement of students in conducting research, scholarly, or creative activities.
- o. Incorporation of diversity issues into curriculum where appropriate
- p. Participation in seminars, workshops, and courses on teaching
- q. Recognition of teaching proficiency (via teaching awards)
- r. Other evidence of teaching proficiency

### **2. Creative Contributions**

- a. Quality and organization of creative projects for department productions

### **3. Professional Development and Growth**

The Peer RTP Committee evaluation will focus primarily on those activities accomplished since the candidate's initial appointment at Cal Poly. It is understood that candidates must manage their professional activities in ways that do not interfere with their teaching assignments and production responsibilities.

Professional achievement involves the application of the candidate's theatre or dance expertise in areas outside the University assignment. This department recognizes that three types of teachers are required for our programs: (a)

individuals involved in the creation of works of art, (b) individuals oriented towards scholarly pursuits and (c) individuals skilled in the areas of administration and organization of the various aspects of the theatre or dance.

There shall be great emphasis placed in the evaluation process on qualitative as well as quantitative aspects of the candidate's work. RTP committees should make every effort to ascertain and document the level of the work in their evaluation of the candidate. For instance, there may be occasions at the community level where work may be comparable to, or of even higher quality than the regional level.

**a. Academic Development**

- 1). Advanced, specialized professional certifications in academic area
- 2). High level of workshops or seminars attended

**b. Artistic Achievement**

- 1). The creation of original works of art (plays, choreography, screenplays etc)
- 2.) High level professional performance in productions at the international, national, regional or community level (acting and dancing for theatre, film, television, industrials or voice-overs, directing, choreography, screenwriting etc.)
- 3). High level professional work created in support of a production at the international, national, regional or community level. Higher education productions will also be considered. (Set, costume, or lighting design, technical direction, production management, vocal and dialect coaching, etc)
- 4). Distinguished work for amateur, semiprofessional production companies or troupes may be regarded as professional development or as evidence of community service or outreach. Department faculty will judge the status of these productions on a case by case basis
- 5). Exhibitions
- 6). Artist in Residencies

**c. Publishing**

- 1). Published book relevant to Theatre or Dance
- 2). Editor of recognized professional journal
- 3). Articles published in recognized professional and/or

scholarly journals or magazines

- 4). Presented paper to professional associates
- 5). Panel presentation to professional associates
- 6). Master Classes

**d. Research and Professional Activity**

- 1). Consulting, commissions, employment and relevant professional practices or recognized projects with institutional involvement
- 2). The teaching or presentation of relevant courses and workshops
- 3). Conferences and workshops attended
- 4). Professional memberships and level of activity in or service to such organizations
- 5). Grants and grant writing, or other support of professional efforts
- 6). Work as critic or judge within applicants area of specialization or in similar or related fields
- 7). Museum and gallery exhibits and presentations, restorations, historical recreation
- 8). Collaborative work within applicants area of specialization or in similar or related fields

Artistic or scholarly research accomplishment while a faculty member is temporarily on leave for such purpose as sabbatical leave, Fulbright fellowship, overseas assignment for the university, and visiting professor/scholar appointments will also be considered. Evaluation of professional achievements will place emphasis on those activities in areas directly related to the candidate's departmental assignments, the activities of the department, and the most direct benefit to the students in the department. The professional activities of the faculty of the Theatre and Dance Department provide an essential bridge between professional and educational aspects of theatre and dance.

**4. Service**

Although service to university, college, and department is required, it is understood that priorities should and will vary from individual to individual. The RTP Committee will take such variations into account. This category may include artistic, administrative and technical work performed as part of department responsibilities or service.

Again, there shall be great emphasis placed in the evaluation process on qualitative as well as quantitative aspects of the candidate's work. Records of activities, especially those outside the personal knowledge of the department

faculty, may be supported by written testimony by appropriate administrators, faculty member or community representatives addressing the quality of the individual's contribution.

**a. University**

- 1). Senator, Academic Senate
- 2). University level committee
- 3). Professional Services for the benefit of the University
- 4). Academic Senate Committee
- 5). Guest lecturer and/or participant on panels
- 6). Other service may be put forward by the candidate and deemed relevant by the RTP Committee

**b. College**

- 1). Committee chair
- 2). Committee membership
- 3). Professional Service to the college
- 4). Guest lecturer and/or participant on panels
- 5). Other service as may be put forward by the candidate and deemed relevant by RTP Committee

**c. Department**

- 1). Department Chair
- 2). Committee chair
- 3). Committees
- 4). Alumni or outreach service
- 5). Area coordinator
- 6). Club sponsor or other extra-curricular advisory role
- 7). Other service as may be put forward by candidate and deemed relevant by RTP Committee
- 8) Fundraising

**d. Community**

Service to the community will be evaluated primarily in relation to a given faculty member's teaching area or areas, as distinguished from those contributions deriving from other more generalized community activities. Typical activities include:

- 1). Advisory, design, choreography or consultant work with community theatres and dance organizations
- 2). Service organizations
- 3). Educational institutions or governmental organizations
- 4). Service as critic or judge
- 5). Lectures
- 6). Workshops
- 7). Special performances for community organizations and community outreach
- 8). Unpaid consultant work within the field of theater or dance

**e. Other factors related to service**

- 1). The Peer Review Committee shall consider such factors as the faculty member's ability to relate with colleagues, initiative, work ethic, cooperation and dependability. They shall also consider the ability to go beyond individual concerns, to support and recognize the needs of others, and contribute to events and projects that benefit the whole department.

**B. Eligibility for Retention, Promotion and Tenure**

**1. Retention**

- a. Reappointment is not automatic. For consideration, in addition to criteria established for initial appointment in sections IV. A., eligibility criteria for subsequent appointment include effective teaching ability, active professional development activity, service, and demonstration of reasonable progress toward meeting criteria for tenure.

The review process continues throughout the probationary period. In the first several years, mastery of the subject matter in appointed areas is expected. In subsequent years, there is an expectation for the candidate to expand his or her areas of teaching expertise. It is also expected that a candidate will show increasing effectiveness in teaching, or consistent effectiveness when satisfactory performance is achieved.

Similarly, the candidate's research, artistic and/or professional activity should show progress toward meeting the advanced requirements. In the first two years, evidence of development of professional activity may be sufficient. Candidates will be expected, however, to fully realize professional development through publication or public performance by the middle to late years of the probationary period, in order to satisfy the criteria for retention or tenure.

Faculty members should not be retained if their performance in teaching and aspects of their academic assignments, or their progress in research, artistic or professional activities, is not sufficient to warrant reasonable expectation that tenure will be awarded at the end of the probationary period.

In addition, it is also expected that the candidate show increasingly active participation in department and university affairs. For instance, in the first several years, membership on department committees or other departmental service is expected; in subsequent years, activities should include service to the college and/or university.

## 2. Tenure

a. In addition to criteria established for reappointment in sections III.A. and B., and IV., eligibility criteria for tenure are demonstrated in performance and achievement in the areas of teaching, professional growth and service. Candidates should demonstrate a cooperative and positive attitude, an ability to give as well as accept suggestions for improvement, and act with long-range objectives in mind. Early tenure may be considered when in the best interests of the department as determined by the RTP committee, department chair, college dean and president.

Tenure is based upon the consistency of performance. Therefore, a single instance of an outstanding or critically acclaimed production or an accomplishment in a class contributes to, but is not the basis for tenure. Tenure is not solely a reward for services performed during the probationary term, but is an expression of confidence that the faculty member will continue as a valued colleague and good teacher. It presumes effective teaching ability, a growth in professional contributions to the discipline, and the assumption of greater responsibility in department and university assignments as well as in the profession. Accordingly, tenure decisions should be based upon thorough review of faculty members during the probationary years. (Please see General Evaluation Criteria)

The award of tenure requires more than potential or promise; it requires:

- 1). Demonstrated effectiveness in academic assignments, above all in teaching. Tenure should be granted upon evidence of good performance in a variety of courses taught during the probationary years. Teacher must demonstrate effectiveness in advanced as well as introductory levels.
- 2). Creative contributions to department, if these are included as a part of the teaching assignment. As a member of a production-oriented department, the candidate's production record must be examined. The candidate must evidence creativity, rigorous theatre or dance practice, the ability to function on the production team and to have a positive effect upon its student members.
- 3). Sustained record of scholarly or professional achievements.
- 4). Service to the institution and service to the community.

### b. Early Tenure

**CAM 344.1B7** provides that a candidate for early tenure must show outstanding work in teaching, professional growth and achievement (scholarship/creative work), and service. In the Theatre and Dance Department, we understand 'outstanding' to imply quality of work that demonstrably surpasses the standard for normal tenure, since a positive early decision must be based on the promise of significant future, as well as current, achievements.

### **3. Promotion**

#### **a. Assistant to Associate consistent with tenure criteria.**

Associate Professor is the second highest rank. It presupposes considerable academic and/or professional experience and accomplishment. Promotion to Associate Professor requires an establishment and consistent pattern of competence in teaching and other academic assignments. The candidate's teaching record should reveal command of their subject, skill in organization and presentation of material, and the ability to generate enthusiasm. The candidate's record will be examined for significant contributions to the development of students and for specific break-throughs students have made in creative or academic areas that can be attributed to the candidate. In terms of service, the candidate is expected to have made significant contributions through curriculum development, advising, committee work or other appropriate service. Promotion to Associate Professor does not require the extent of scholarly, artistic, or professional contributions expected to the rank of Professor, but at the same time, it requires demonstrable, sustained record of achievement or contribution to the candidate's discipline or professional community beyond the university campus. Candidates will be expected to fully realize professional development through publication or public performance. Candidates whose major assignments fall into the creative or artistic categories must offer some evidence of continued discipline, the ability to function as a leader on the production team, if not unique contributions to theatre practice. Professional contributions should demonstrate the candidate's potential for leadership in the professional community or the ability to make valuable contributions to the chosen discipline.

#### **b. Associate to Full Professor**

Promotion to full professor is both a special acknowledgement of outstanding career accomplishment and a recognition of future promise. Besides showing evidence of serving as a dedicated teacher, each individual shall produce evidence of higher levels of artistic, scholarly and/or other professional activity. Eligibility criteria for this promotion, in addition to those criteria established in sections III. A. and IV. A. and B., are: a high degree of teaching excellence, professionally recognized achievement record in professional research and/or creative endeavors,

and a substantial record of service to the department, college, and university. The latter assumes a willingness to take on an increased leadership role in service categories.

#### **c. Early Promotion**

**CAM 342.8 b/c** says that candidates for early promotion must present exceptional work. For Theatre and Dance, this standard means that a candidate must display quality of work that demonstrably surpasses the standard for normal promotion in teaching **and either** research/creative work or service, since a positive early decision must be based on the promise of significant future, as well as current achievements. In the third area—**either** research/creative work **or** service—the candidate must meet the normal standard for promotion.

### **C. Evaluation Criteria for Temporary Appointments**

Full-time and part-time temporary faculty shall be evaluated only on criteria that are pertinent to their teaching performance and/or specific appointment. Evaluation will be based on the contents of the individual's working personnel action file, personnel action file, and observation of the individual's teaching or evaluation of specific duties associated with their appointment.

Teaching performance indicators shall include the scholarship of teaching as exemplified by syllabi, student-oriented writing, examinations, and classroom presentations; they may also include professional activity, such as publications, presentations, attendance at conferences, participation in faculty colloquia, and related activities, insofar as those activities establish the faculty member's currency in the discipline.

Each full-time or part-time temporary faculty member is responsible for preparing and keeping current his or her curriculum vita and working personnel action file. The working personnel action file should contain the following:

1. An index of all items contained in the working personnel action file.
2. A current curriculum vita.
3. Examples of course syllabi, handouts, and corrected examinations and papers
4. All departmentally approved student evaluations.
5. Other materials relevant to appointed duties

## **V. Evaluation Procedures**

### **A. Procedures for Awarding Retention, Tenure or Promotion**

1. The Department RTP Committee, composed in accordance with University procedures, is responsible for evaluating candidates for retention, tenure or promotion and making recommendations to the chair and to the dean. The minimum of three elected members of the RTP must be full-time, tenured faculty who are not under consideration for promotion during the cycle of their membership. These members of the RTP Committee will be elected annually. All tenured and probationary faculty may vote. The three candidates with the most

votes will be elected. If there is a tie, a runoff election may be held, or membership of the committee enlarged. Should one of the committee members become ineligible to serve in the course of the year, an election will be held to fill the position.

- a. The department chair will prepare a separate evaluation of RTP candidates, except in the case of periodic post tenure review of full professors, in which case the chair may serve as a part of the RTP committee.
  - b. Upon request of the department and approval of the Dean, participants in FERP are eligible to serve on the RTP Committee only during the quarter they are in fulltime residence, and if all the committee work takes place in the quarter he/she is officially on campus.
  - c. Faculty, students and academic administrators may contribute information about the qualifications and performance of an RTP candidate. This information may be statements or opinions, but must be signed.
  - d. The RTP chair shall be responsible for ensuring that the provisions of the RTP document and University protocol are carried out.
2. Candidates for retention, tenure and promotion will be notified by the chair of the RTP committee of deadlines for submission of documents to the RTP committee in accordance with the University time schedule. The candidate is responsible for submission of a Working Personnel Action File including supporting documents which may aid the work of the RTP committee. It should be emphasized that the candidate is responsible for bringing any appropriate accomplishments or activities to the attention of the committee. In their files, candidates for reappointment must document their progress toward meeting department requirements for tenure. All candidates must address progress made and recommendations for improvement given in the previous RTP cycle. A Professional Development Plan should be included in the Working Personnel Action File; this plan should be created with guidance from the department chair.
  3. Candidates will be evaluated in writing by appropriate tenured faculty members. Faculty members not on the RTP committee may be invited to submit written testimony; such written statements must be received no later than one-week before the deadline for closing the Personnel Action File in order to allow the candidate sufficient time for rebuttal. All signed documents become a part of the candidate's file and may be examined by the candidate. If oral testimony by students is considered by the committee, students must be identified by name in whatever written summary is ultimately included in the file.
  4. After consideration of all submissions, the committee will make a recommendation for or against retention, tenure, or promotion. Candidates will be notified in writing of the recommendation.

5. At all levels of review, before recommendations are forwarded to a subsequent review level, the candidate shall be given a copy of the recommendation and the written reasons thereof. Within seven days of receipt of the recommendation, the candidate may submit a written rebuttal statement or response to the evaluator(s), and/or request a meeting to discuss the recommendation.
6. Instruments of Evaluation
  - a. A Working Personnel Action File from the candidate, which can include such items as instructional materials, course outlines, evaluation instruments, technology, teaching awards or honors. A Professional Development Plan must also be included. Specific evidence may be provided by the candidate on creative activities, which can include productions, individual performances, scripts, photography or videos of designs etc. Creative contributions should be judged in terms of the approved objectives of the production and its place in the student-training program. For example, a production may be designed to train students in a particular technique or approach to theatre or dance that will not result in popular critical acceptance.)
  - b. Peer evaluations to be conducted each academic year. The peer evaluation includes classroom visits and a review of course syllabus and related materials.
  - c. Student evaluations: This currently means at least two evaluations per academic year. Student evaluations of the person up for review must be included in the Working Personnel Action file (see Administrative Bulletin 91-3 in CAM). Probationary faculty are strongly urged to provide evaluations from all, or a majority, of classes taught.
  - d. Input by faculty members who have worked with the candidate in productions, or in other capacities.
  - e. Critical opinion of the public, including reviews, letters and other testimony.
  - f. Evaluations by the Theatre and Dance Department faculty.
  - g. Student input through oral and written testimony. For written testimony to be included, the letter must be signed, dated and include the student's identification number.
  - h. Awards and honors to the candidates and/or his or her students.

## **B. Procedures for Periodic Review of Temporary Faculty**

### **1. Frequency and Mechanism of Review of Temporary Faculty**

#### **a. Full-time, temporary faculty**

1. Full-time, temporary lecturer appointed the entire academic year will undergo an annual periodic review by committee and chair

of the department. A Working Personnel Action File must be submitted.

2. A full-time lecturer appointed one or two quarters of an academic will be evaluated at the discretion of the chair of the department or at the request of the lecturer. A Working Personnel Action File must be submitted.

**b. Part-time temporary faculty serving three consecutive quarters per year** will undergo a yearly review by the department chair with opportunity for input by a peer review committee. Tenure faculty will determine whether the review will be performed solely by the chair, or by both a peer review committee as well as the chair; this will be determined by a majority vote. The candidate may request review by both committee and chair if so desired. Depending on the nature of courses taught, and the length of time at Cal Poly, the chair, in consultation with the peer evaluation committee if any, will determine whether the faculty member should submit a curriculum vita, or a full Working Personnel Action File. At a minimum, every two years a full Working Personnel Action File must be submitted.

**c. Part-time, temporary faculty serving less than three consecutive quarters** may undergo a review at the discretion of the department chair, or at the request of any tenured faculty member. The part-time faculty member may also request an evaluation if so desired. Depending on the nature of courses taught, and the length of time at Cal Poly, the chair in consultation with tenured faculty will determine whether the part-time faculty member should submit a curriculum vita, or a full Working Personnel Action File.

## **2. Procedure for Periodic Review of Temporary Faculty**

a. Review by chair of the department- When temporary faculty are reviewed by the chair but not by a committee, the chair will invite evaluative comments from the tenured full-time faculty. A full-time tenured faculty member choosing to submit comments must visit the candidate's class and read the candidate's working personnel action file and personnel action file before writing his or her review. The statement(s) will then be given to the individual under review, and he or she will be asked to certify by signature that he or she has read it. The faculty member under review may write a rebuttal if he or she wishes to do so within seven days. Any comments submitted by full-time tenured faculty members along with any rebuttals submitted by the colleague under review will become part of the candidate's Working Personnel Action File and Personnel Action file.

The department chair will write a brief statement of findings based on the

faculty member's Working Personnel Action File, any evaluations submitted by faculty members, any statements in response to these evaluations, and the Personnel Action File in the dean's office. The statement(s) will then be given to the colleague under review, and he or she will be asked to certify that he or she has read it/them. The faculty member under review may make a rebuttal if he or she wishes to do so.

These evaluations are forwarded from the department chair to the college dean, but unlike evaluations of probationary and tenured faculty, they are not forwarded beyond the college level of review.

b. Review by both Peer Review Committee and by chair of the department- The department chair will consult with full-time tenured faculty in the selection of a review committee. Full-time tenured faculty members will conduct the review. The person being evaluated may veto one individual appointed to evaluate him or her.

The persons selected to compile the Periodic Review will write a statement of findings based on class observation and/or evaluation of other specifically appointed duties, and the faculty member's Working Personnel Action File and Personnel Action File in the dean's office. This statement should be a review of the faculty member's work. It should not recommend either retention or reappointment. The statement will then be given to the individual under review. He or she will be asked to certify by signature that he or she has read it. The faculty member under review may also make a rebuttal if he or she wishes to do so.

The Periodic Review and the faculty member's reply, if any, will be forwarded to the department chair who will write his or her review. The statement will be given to the individual under review, and he or she will be asked to certify by signature that he or she has read it. The individual under review may also write a rebuttal if he or she wishes to so.

These evaluations are forwarded from the department chair to the college dean, but unlike evaluations of probationary and tenured faculty, they are not forwarded beyond the college level of review.

## **VI. Evaluator's Responsibilities**

- A. RTP Committee members involved in the evaluation process must indicate their recommendation regarding a candidate's retention, tenure or promotion regarding the candidate with an affirmative, negative, or abstention vote. An abstention is not considered a vote but must be accompanied by a statement explaining the reason for the abstention.

## **VII. Conclusion**

- A. Suggested changes to this policy statement shall be discussed and voted upon in meeting(s) of the tenured faculty. Changes shall be made by simple majority vote and shall become effective upon approval of the college dean and the provost.

Notwithstanding any other provision in these criteria and procedures for personnel actions, if the contract entered into pursuant to the MOU is in conflict with any provision of this document, the terms of the contract and not the provisions of this policy statement and criteria shall govern.