

## 2021-22 Retention, Tenure and Promotion Cycle

### Checklist for College/Library Peer Review Committees:

**Eligibility:** For promotion cases, PRC members must hold higher rank than current rank of promotion candidates (MOU 15.42). Therefore, only tenured full Professors/Librarians may be elected to a College/Library Peer Review Committee. PRC members may only serve on one level of peer review for each faculty employee under review, thus, CPRC members may **not** also serve on the department PRC for that candidate (MOU 15.41).

\_\_\_\_\_ Review college and departmental statements of personnel criteria and procedures; Articles 13-15 MOU; and University Faculty Personnel Policies (8-2021). <https://academic-personnel.calpoly.edu/content/policies/criteria> (MOU 15.3)

\_\_\_\_\_ After **January 24**, dean will provide to the committee the Working Personnel Action File and the Personnel Action File for each candidate requesting promotion consideration as well as the recommended priority ranking lists from the peer review committees and the department heads/chairs if more than one candidate for promotion. (MOU 15.8 and 15.12)

\_\_\_\_\_ **Each committee member to review** the Personnel Action File within Interfolio for each candidate **before** finalizing recommendation. (MOU 15.5)

\_\_\_\_\_ **Each committee member to review** the Working Personnel Action File submitted by the candidate in Interfolio **before** finalizing recommendation. (MOU 15.5)

\_\_\_\_\_ By **February 18**, provide a written statement, **signed by each committee member**, to all candidates requesting promotion consideration regarding whether or not promotion is recommended, and provide reasons therefore.

\_\_\_\_\_ As appropriate, meet with and/or consider any response or rebuttal statement filed by the candidate. Other than reconsidering the original recommendation, there should be no written response to the candidate's rebuttal statements. (MOU 15.5)

\_\_\_\_\_ By **February 28**, forward all files and recommendations and rank-ordered priority lists for candidates being recommended for promotion to the dean. (MOU 15.5)

\_\_\_\_\_ As needed, review any request for insertion of additional material into the Personnel Action File or Working Personnel Action File after the established deadline. Such materials must be limited to items that became accessible after the deadline. If approval by College/Library PRC is granted, the Working Personnel Action File and Personnel Action File with the new material must be returned to the Peer Review Committee for review, evaluation and comment before consideration at subsequent levels of review. (MOU 15.12.b)

*Notification to candidates of the Provost's decision with copies to deans and chairs is February 15<sup>th</sup> for 1<sup>st</sup> and 2<sup>nd</sup> year faculty. Notification to all other candidates is June 1.*