

# 2021-22 Retention, Tenure and Promotion Cycle

## Checklist for Department Heads/Chairs (With Tenure):

*Untenured department heads/chairs are ineligible to provide recommendations for retention, tenure, and/or promotion.*

\_\_\_\_\_ **Early Fall Quarter**, probationary and tenured faculty **elect** Peer Review Committees for candidates eligible for retention, tenure and promotion. (MOU 15.40)

\_\_\_\_\_ **Early Fall Quarter** (as soon as PRCs are established), notify dean of the names of members elected to the peer review committees.

\_\_\_\_\_ **Early Fall Quarter**, provide all faculty members access to departmental, college and University Faculty Personnel Policies (9-2021):

<https://academic-personnel.calpoly.edu/content/policies/criteria> (MOU 15.3)

\_\_\_\_\_ **Early Fall Quarter**, establish procedure with Chair of Peer Review Committee to maintain files in confidential and secure location.

\_\_\_\_\_ By **October 1**, review with dean the RPT evaluation lists sent by Academic Personnel and bring any corrections to the attention of Lindsay Howell, Faculty Programs Analyst in Academic Personnel.

\_\_\_\_\_ By **October 13**, receive from 1<sup>st</sup> and 2<sup>nd</sup> probationary year faculty undergoing performance review their Working Personnel Action Files (**please check against RPT evaluation list to ensure all have been received**). Dean will make available the Personnel Action Files, including student evaluations, for those 1<sup>st</sup> and 2<sup>nd</sup> year probationary faculty. The PAF and WPAF are both located within Interfolio for the 2021-22 evaluation cycle. (MOU 15.8 and 15.12)

*Since it is campus policy for department heads/chairs with tenure to provide separate recommendations for personnel actions, they may not attend peer review committee meetings, unless invited. (MOU 15.39b)*

\_\_\_\_\_ By **November 1**, receive Working Personnel Action Files from 3<sup>rd</sup> - 6<sup>th</sup> probationary year faculty undergoing performance review and faculty applying for promotion (**check against RPT eligibility list to ensure all have been received**). Dean makes available the Personnel Action Files, including student evaluations, for those faculty. The PAF and WPAF are both located within Interfolio for the 2021-22 evaluation cycle. (MOU 15.8 and 15.12)

\_\_\_\_\_ By **November 3**, receive written evaluation and recommendation from peer review committees of 1<sup>st</sup> and 2<sup>nd</sup> probationary year faculty undergoing performance review. Review materials, evaluations and recommendations; if necessary, return to PRC for correction or amplification.

\_\_\_\_\_ **Ensure that each peer review committee member signed and dated the PRC evaluation before the recommendation was finalized.** (MOU 15.5)

\_\_\_\_\_ By **November 30**, provide Form AP 109 containing written evaluation and recommendation to 1<sup>st</sup> and 2<sup>nd</sup> probationary year faculty members. **Comments regarding student evaluation results must be included in Section I of Form 109.** Any student communications or evaluations provided outside the regular evaluation process must be signed. Review **both** Working Personnel Action File and Personnel Action File **before** finalizing recommendation. (MOU 15.5)

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

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## Checklist For Department Heads/Chairs (With Tenure):

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\_\_\_\_\_ By **December 13**, receive evaluations and recommendations from peer review committees for tenure and promotion candidates. Review materials, evaluations and recommendations; if necessary, return to PRC for correction or amplification.

\_\_\_\_\_ **Ensure that each peer review committee member signed and dated the PRC evaluation before the recommendation was finalized.** (MOU 15.5)

\_\_\_\_\_ By **December 10**, forward Working Personnel Action File and Personnel Action File to dean for all 1<sup>st</sup> and 2<sup>nd</sup> year probationary faculty undergoing performance review. (MOU 15.5)

\_\_\_\_\_ By **December 13**, receive evaluations and recommendations from peer review committees for 3<sup>rd</sup> - 5<sup>th</sup> probationary year faculty undergoing performance review. Review materials, evaluations and recommendations; if necessary, return to PRC for correction or amplification.

\_\_\_\_\_ **Ensure that each peer review committee member signed and dated the PRC evaluation before the recommendation was finalized.** (MOU 15.5)

\_\_\_\_\_ By **January 14**, provide Form 109 containing written evaluation and recommendation to tenure and promotion candidates. The tenured head/chair must hold higher rank than current rank of promotion candidate. **Comments regarding student evaluation results must be included in Section I of Form 109.** Any student communications or evaluations provided outside the regular evaluation process must be signed. Review **both** Working Personnel Action File and Personnel Action File **before** finalizing recommendation. (MOU 15.5)

\_\_\_\_\_ 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 **January 21**, provide Form 109 containing written evaluation and recommendation to 3<sup>rd</sup> - 5<sup>th</sup> probationary year faculty undergoing performance review. **Comments regarding student evaluation results must be included in Section I of Form 109.** Any student communications or evaluations provided outside the regular evaluation process must be signed. Review **both** Working Personnel Action File and Personnel Action File **before** finalizing recommendation. (MOU 15.5)

\_\_\_\_\_ 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 **January 24**, forward the Working Personnel Action Files and Personnel Action Files to college peer review committee/dean for tenure and promotion candidates, along with all evaluations and recommendations including the rankings of the PRC and department head/chair for promotion candidates (if applicable).

\_\_\_\_\_ By **January 31**, forward the Working Personnel Action Files and Personnel Action Files to dean for 3<sup>rd</sup> - 5<sup>th</sup> probationary year retention candidates, along with all evaluations and recommendations.