

2021-22 Retention, Tenure and Promotion Cycle

Checklist for Departmental Peer Review Committees:

Eligibility: Tenured faculty of any rank may be elected by the tenured and probationary faculty to serve on retention and tenure peer review committees. **For promotion cases, PRC members must hold higher rank than current rank of promotion candidates (MOU 15.42).** PRC members may only serve on one level of peer review for each faculty employee under review (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)

_____ Classroom observation of candidates is encouraged. Candidate must be provided 5 days advance notice prior to conducting classroom observation. Candidates must be consulted regarding the classes to be evaluated and the scheduling of such visits. (MOU 15.14)

_____ **Each departmental PRC member to review** the Personnel Action File within Interfolio **before** finalizing a personnel recommendation. (MOU 15.5)

_____ **Each departmental PRC member to review** the Working Personnel Action File submitted by the candidate in Interfolio **before** finalizing a personnel recommendation. (MOU 15.5)

_____ By **November 3**, provide a written evaluation and recommendation, **signed by each departmental PRC member**, to 1st and 2nd probationary year faculty. Any student communications or evaluations provided outside the regular evaluation process must be identified by name to be included in the Personnel Action File. (MOU 15.5 and 15.17b) *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 **November 15** for 1st and 2nd probationary year faculty, forward the written evaluations and recommendations to the department head/chair, including a tally of the vote. (MOU 15.5)

_____ By **December 3**, provide a written evaluation and recommendation to 3rd - 5th probationary year candidates, **signed by each departmental PRC member**. (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 **December 3**, provide a written evaluation and recommendation to tenure and promotion candidates, **signed by each departmental PRC member**. (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 **December 13** for 3rd - 5th probationary year retention candidates, forward the written evaluations and recommendations to the department head/chair, including a tally of the vote. (MOU 15.5)

_____ By **December 13** for tenure and promotion candidates, forward the written evaluations and recommendations to the department head/chair, including a tally of the vote. Forward the PRC's ranking of promotion candidates to the department head/chair (if more than one promotion candidate). (MOU 15.5)