

**COMMITTEE REPORT OF ADOPTION OF POLICY RECOMMENDATION**

**DATE:** March 24, 2017  
**TO:** Adam Swenson, Faculty President  
**FROM:** Personnel Planning and Review Committee  
**BY:** Sheila K. Grant, Committee Chair  
Daisy Lemus, Executive Secretary

**Name of proposed policy:****Section 635 (Evaluations and Recommendations on Retention, Tenure, and Promotion.)**

At its meeting on December 14, 2016 the Committee adopted a policy recommendation by passing the following motion:

**MSP:** That Section 635 in the *Administrative Manual* be revised accordingly:

Section 635.2.1: Language in this section should be more clearly written

Section 635.2.2: Reviewing agencies should email faculty members to inform them that a recommendation letter has been placed in their mailbox and mention faculty members can request an electronic copy. This is important since the Collective Bargaining Agreement gives faculty 10 calendar days from receipt of a recommendation letter to either write a written response or to request a meeting with the reviewing agency within this 10 calendar day period. Many faculty do not pick up their recommendations within a few days of mailbox delivery, which causes a snowball effect leading to delays in other reviewing agencies meeting the deadlines described in our Academic Year Calendar of Personnel Procedures.

**Current policy or catalog copy:****Section 635 (Evaluations and Recommendations on Retention, Tenure, and Promotion.)**

635.2 The Department Personnel Committee, the Department Chair, the College Personnel Committee, and the College Dean separately and in writing shall provide an evaluation of the candidate with reasons based upon an analysis of the evidence presented. The written evaluation shall include a description of the candidate's performance which relates specifically to each of the criteria cited in Section 632.2 - 632.6. The written evaluation also shall include a specific recommendation on retention, tenure, and/or promotion. Each committee shall provide only one recommendation for each personnel consideration. The written

recommendation and evaluation shall be in the form of a letter addressed to the candidate and such letter shall not include the disclosure of any vote or numerical division of the committee. If the recommendation of a college-level agency is positive, an evaluation of a performance criterion may take the form of a statement of concurrence with a department-level evaluation.

1. Each recommending agency shall include in the letter a statement that 606.1.2.e. gives to the faculty member the right to place in the Personnel Action File a written response to any written recommendation.
2. A copy of the written evaluation and recommendation shall be placed in the faculty member's campus mailbox and otherwise made available upon request ten (10) calendar days before it is placed in the Personnel Action File and is sent to each of the other recommending agencies. The faculty member may request a meeting to discuss the recommendation, to be held within those ten (10) calendar days. Following this meeting, the written evaluation and recommendation may be revised by the mutual consent of the faculty member and the recommending agency, provided that such revision shall not extend the timelines. The faculty member may also submit a rebuttal statement or response in writing. A copy of the response or rebuttal statement shall be placed in the Personnel Action File and shall also be sent to all previous levels of review.
3. The faculty member under personnel consideration may disclose the contents of the written evaluations and recommendations he or she receives as that faculty member chooses. Such disclosure is not a violation of the policy of confidentiality stated in Section 607.
4. Candidates for promotion (but not for retention) may withdraw their files from further consideration at any time prior to the final decision by making a written request to their Department Chair and/or to their College Dean. Such requests shall be placed in the Personnel Action File. All evaluations and recommendations submitted to the next level of review prior to withdrawal shall also become part of the Personnel Action File.

**Proposed policy or catalog copy (with changes):**

**Section 635 (Evaluations and Recommendations on Retention, Tenure, and Promotion.)**

635.2 The Department Personnel Committee, the Department Chair, the College Personnel Committee, and the College Dean separately and in writing shall provide an evaluation of the candidate with reasons based upon an analysis of the evidence presented. The written evaluation shall include a description of the candidate's performance which relates specifically to each of the criteria cited in Section 632.2 - 632.6. The written evaluation also shall include a specific

recommendation on retention, tenure, and/or promotion. Each committee shall provide only one recommendation for each personnel consideration. The written recommendation and evaluation shall be in the form of a letter addressed to the candidate and such letter shall not include the disclosure of any vote or numerical division of the committee. If the recommendation of a college-level agency is positive, an evaluation of a performance criterion may take the form of a statement of concurrence with a department-level evaluation.

1. Each recommending agency shall include in ~~its~~ the letter a statement that ~~606.1.2.e gives to the faculty member~~ has the right to place in the Personnel Action File a written response to any written recommendation in the Personnel Action File (see 606.1.2.e).

2. a. Notification

A copy of the written evaluation and recommendation shall be placed in the faculty member's campus mailbox and otherwise made available upon request before being forwarded to a subsequent review level. The reviewing agency will email candidates to report delivery of the recommendations to their campus mailboxes and mention that they may request an electronic copy.

- b. Response

The faculty member may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within ten (10) calendar days following receipt of the recommendation, before it is placed in the Personnel Action File and is sent to each of the other recommending agencies. ~~The faculty member may request a meeting to discuss the recommendation, to be held within those ten (10) calendar days. Following this meeting~~ Based on the written response and/or the requested meeting with the reviewing agency, the written evaluation and recommendation may be revised by the mutual consent of the faculty member and the recommending agency, provided that such revision shall not extend the timelines. ~~The faculty member may also submit a rebuttal statement or response in writing.~~ A copy of the response or rebuttal statement shall be placed in the Personnel Action File and shall also be sent to all previous levels of review.

3. The faculty member under personnel consideration may disclose the contents of the written evaluations and recommendations he or she receives

as that faculty member chooses. Such disclosure is not a violation of the policy of confidentiality stated in Section 607.

4. Candidates for promotion (but not for retention) may withdraw their files from further consideration at any time prior to the final decision by making a written request to their Department Chair and/or to their College Dean. Such requests shall be placed in the Personnel Action File. All evaluations and recommendations submitted to the next level of review prior to withdrawal shall also become part of the Personnel Action File.

**Proposed policy or catalog copy (clean copy):**

635.2 The Department Personnel Committee, the Department Chair, the College Personnel Committee, and the College Dean separately and in writing shall provide an evaluation of the candidate with reasons based upon an analysis of the evidence presented. The written evaluation shall include a description of the candidate's performance which relates specifically to each of the criteria cited in Section 632.2 - 632.6. The written evaluation also shall include a specific recommendation on retention, tenure, and/or promotion. Each committee shall provide only one recommendation for each personnel consideration. The written recommendation and evaluation shall be in the form of a letter addressed to the candidate and such letter shall not include the disclosure of any vote or numerical division of the committee. If the recommendation of a college-level agency is positive, an evaluation of a performance criterion may take the form of a statement of concurrence with a department-level evaluation.

1. Each recommending agency shall include in its letter a statement that the faculty member has the right to place a written response to any written recommendation in the Personnel Action File (see 606.1.2.e.).

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within ten (10) calendar days following receipt of the recommendation, before it is placed in the Personnel Action File and is sent to each of the other recommending agencies. Based on the written response and/or the requested meeting with the reviewing agency, the written evaluation and recommendation may be revised by the mutual consent of the faculty member and the recommending agency, provided that such revision shall not extend the timelines. A copy of the response or rebuttal statement shall be placed in the Personnel Action File and shall also be sent to all previous levels of review.

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### **Summary of Supporting Reasons**

The change to Section 635.2 is necessary to accurately reflect the policy articulated in the CSU-CFA Collective Bargaining Agreement (CBA). As described in CBA Article 15 (see below), Faculty Members have 10 days from receipt to respond to a RTP recommendation. In an effort to maintain the deadlines set in our Personnel Calendar, recommending agencies will offer to provide electronic copies of their recommendations to faculty who may not have immediate access to their campus mailboxes.

### **Article 15. (Evaluation)**

15.5 At all levels of review, before recommendations are forwarded to a subsequent review level, faculty unit employees shall be given a copy of the recommendation and the written reasons therefore. The faculty unit employee may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within ten (10) days following receipt of the recommendation. A copy of the response or rebuttal statement shall accompany the Working Personnel Action File and also be sent to all previous levels of review. This section shall not require that evaluation timelines be extended.