Second Reading Item
California State University Dominguez Hills
Academic Senate Resolution
Departmental Requirements for Retention Tenure and Promotion and Unusually Meritorious Standards
FPC 11-03

Whereas new faculty members have expressed a desire for, and are entitled to, a clear explanation of those accomplishments that will result in a favorable Retention, Tenure and Promotion review for them; and

Whereas it is the desire of the University leadership to make expectations for new faculty members clear and current through the development and dissemination of standards or criteria for faculty, and

Whereas it is appropriate for the establishment of such standards or criteria to be determined and expressed at the Departmental level of the University, subject to approval of the appropriate Deans and the Provost,

It is therefore recommended that the Vice President of Academic Affairs/Provost implement the following as an academic policy:

1. Each academic department and program shall review at not less than three (3) year intervals the standards/criteria for faculty performance for retention, tenure and promotion, including standards/criteria to determine unusual merit for early tenure or promotion.
   a. The review of standards/criteria shall be initiated by the head of each department and program at the beginning of the Fall semester; such review shall be conducted by a committee consisting of not less than two-thirds tenured faculty members, if possible, from such faculty members as are assigned to such department or program. In the event the department or program has insufficient tenured faculty members, the Dean of the College or School in which the department or program resides shall appoint tenured faculty members from other departments or programs in the College or School to such review committees.
   b. The department or program committee shall complete its review on or before December 31. The review shall recommend to the Dean of the College that the standards/criteria remain unchanged for the succeeding three (3) year period or propose one or more changes. The Dean shall forward the recommendation of the committee to the Provost/Vice President for Academic Affairs without delay, with or without comment.

2. Upon receipt of the recommendations of a reviewing committee, the Provost/Vice President for Academic Affairs shall approve the recommendations of the reviewing committee or return the recommendations with his/her comments, concerns and suggestions. If the Provost/Vice President for Academic Affairs fails to act on the
recommendations of the committee on or before March 31, the recommendations shall be deemed approved.

3. The standards/criteria, when approved or deemed approved, shall be posted on the website of the department or program and the website of Academic Affairs. Such posting shall include the date the standards/criteria were last approved. Additionally, the websites shall post the recommendations of the reviewing committee once having been forwarded to the Provost/Vice President for Academic Affairs and the comments, concerns or suggestions of the Provost/Vice President for Academic Affairs in the event the standards/criteria are not approved.

4. In the event any department or program does not have standards/criteria that have been previously approved by the Provost/Vice President for Academic Affairs when this resolution is adopted and accepted for implementation as policy, such department or program shall immediately initiate the process to develop such standards/criteria. It shall be the responsibility of the Deans of the Colleges to ensure that each department or program shall have established standards/criteria within six months following the implementation of this resolution as policy.

5. a. The standards/criteria established by each department or program shall, as a minimum, include (1) teaching, (2) service and (3) scholarship or creative activity. The minimum weight to be given each shall be not less than 10 per cent.

   b. The standards/criteria, must be sufficiently explicit to permit fair and consistent evaluation in all three areas. They must be
      - Written and clearly stated
      - Specific and objective
      - Amenable to assessment by observation of performance or measurable results.