UNIVERSITY TENURE AND PROMOTIONS COMMITTEE (UTPC)
ANNUAL COMMITTEE REPORT
2014-2015

I. EXECUTIVE SUMMARY
A. The University Tenure and Promotions Committee (UTPC) reviewed 48 cases for promotion and/or tenure.
   a. 22 cases for Tenure and Promotion to Associate Professor
   b. 2 cases for Early tenure only
   c. 20 cases for promotion to Full Professor and
   d. 4 cases under the “old policy” for promotion to Full Professor

The number of cases reviewed for 2014-2015 (N=48) was seventeen cases fewer than the number of cases reviewed for 2013-2014 (N=65).

The UTPC reiterates, as it has in previous reports that the workload for this committee is extremely high, ranging from 18 to 25 hours per week. Point two (.2) course release time for the Spring semester to adequately respond to the challenging demands of this Committee, is essential. Point two (.2) course release time for the Fall and spring semesters for the Chair of the UTPC is critical as there are demands of the Chair throughout the academic year.

B. The UTPC expresses its gratitude to the Deans of the Colleges (Ethnic Studies, HSS, LCA, and the Library) for providing this course release to the 2014-15 UTPC. The UTPC also expresses appreciation to the Academic Senate for providing course release to the Chair of UTPC for the Spring semester, 2015. Since this release time is no longer provided by the Provost's Office, it is essential the Deans continue to provide this time.

C. This year there were difficulties in the quality and coherence of the files among the candidates for promotion to Full Professor.

D. The inclusion of the candidates’ narratives in the dossiers was valuable and provided a “voice” for the candidate, describing the candidate’s professional aspirations and a summary of the progress toward fulfilling these goals for a successful academic career at SF State.

E. The UTPC reiterates the need for copies of all previous year's reviews to be included in the WPAF for all candidates applying for tenure and/or promotion to Associate Professor. Significant improvement was made this year. However, full compliance regarding this request has not been achieved.

F. The UTPC expresses appreciation to those who were responsible for ensuring that departmental criteria were included.

G. The UTPC reiterates, the necessity for the inclusion of comprehensive tables of the student evaluations. The UTPC recognizes that it is an additional task to compile and include these tables. However, some RTP department committees did not include the comprehensive tables in their reports; instead, the candidate was responsible for including some form of a table, not necessarily a comprehensive one, i.e., missing department means, in the candidate’s WPAF. A table that includes the department’s course means and/or the relevant standard of comparison
should be included. The UTPC requests that this table be placed in the candidate’s dossier, in addition to the WPAF, so that all UTPC members have access to this information.

H. The UTPC reminds the department RTP committees that all members need to be listed in the report and that all department RTP committee members must sign the department RTP committee report. The Committee also reminds department RTP committees that members cannot serve on any personnel committees including RTP committees in other departments as well as their own, if they are applying for promotion to Full Professor or Associate Professor applying for tenure, during the same year of review.

I. The UTPC appreciates those deans and colleges who completed the review process earlier than the deadline date and submitted the reports and WPAFs earlier to the Faculty Affairs Office. These early submissions allowed the UTPC additional time to review the dossiers to complete their tasks of reviewing, deliberating and making recommendations regarding tenure and/or promotion of candidates. The UTPC strongly encourages this practice of early submission to be continued next year.

J. The UTPC will continue the practice of submitting the UTPC’s original letters regarding tenure and/or promotion to the candidate with copies to the President, Faculty Affairs Office/Faculty Records, the Dean of the candidate’s college, and the Chair of the candidate’s department.

II. CHARGE TO THE COMMITTEE
A. "OLD POLICY (Academic Senate Policy #94-028):
For faculty members choosing the "old" policy, the mandate and operations of the University Promotions Committee (UPC) are according to the policy and procedures specified in the Academic Senate Policy #94-028 as follows:

"UPC provides one of two independent University-level review of faculty applications for advancement in rank. UPC and the Provost shall independently review the WPAF and prepare their recommendations for the President. Copies of their separate recommendations and reasons therefore shall be sent to the candidate seven days prior to forwarding the WPAF to the President, according to the deadlines published in the Executive Calendar. Recommendations shall be made as early in the year as possible and shall be forwarded to the President no later than May 15. The Committee consists of five members elected for two-year terms through a University-wide election, from a slate of nominees from the academic units (Colleges and Library). UPC elects one of its own as chairperson for the coming academic year."

B. CURRENT POLICY (Academic Senate Policy #S09-241):
For faculty members choosing the current policy, the UTPC has the following responsibilities specified in the Academic Senate Policy #F11-241:

1. The UTPC will consider recommendations from the departmental RTP committees, from the department Chair, and from the Dean concurrent with the Provost's review of those recommendations.
2. The UTPC will pay special attention to cases where there is disagreement between the Dean, the Chair and/or the departmental RTP committee. Such cases will be carefully and completely reviewed.
3. The recommendations from prior levels will be examined to be certain that procedures and criteria have been correctly followed.
4. The UTPC will have the authority to consider all materials in the WPAF and compare it with departmental criteria.
5. The UTPC will be aware that departmental criteria for tenure and promotion may differ and will pay attention to both.
6. All UTPC considerations must correspond with Department criteria.
7. The UTPC and the Provost will confer before making their recommendations to the President.

III. ROSTERS AND MEETING TIMES

A. AY 2014-2015 University Tenure and Promotion Committee (UTPC) Membership

Diane Harris, Psychology, Chair (2013-2015 term)

Luiz Barbosa, Sociology, (2014-2016 term)

Betsy Blosser, Broadcast and Electronic Communication Arts (2013-2015 term)

Ned Fielden, Library (2014-2016 term)


B. Summary of Committee Meetings

Fall Semester 2014

August-September: Provost and Vice President for Academic Affairs, Sue Rosser, Sacha Bunge, Dean of Faculty Affairs and Professional Development, and the UTPC Chair, Diane Harris, held informational meetings for individual colleges, programs, the Library and departmental RTP (Retention, Tenure and Promotions) committees. The following were the dates held for individual colleges and the Library: Wednesday, September 3, 2014: Education, Ethnic Studies and the Library; Tuesday, September 9, 2014: Business; Thursday, September 11, 2014: LCA and COSE; and Tuesday, September 16, 2015: HSS.

The UTPC Chair and/or a representative from UTPC, and the Dean of Faculty Affairs and Professional Development, also conducted campus-wide RTP workshops for faculty groups and librarians at different career stages: Tuesday, September 2nd, Faculty in their first and second probationary year (UTPC member Luiz Barbosa attended this workshop); Thursday, September 18th, Faculty in their third, fourth or fifth probationary years; Thursday, September 4th, Faculty applying for tenure and promotion (UTPC member, Ned Fielden attended this workshop); and Monday, September 8th, Faculty applying for tenure and promotion.

October: The current UTPC Chair, and the former Chair of UTPC, Caroline Harnly attended the campus wide celebration to honor faculty who received tenure and/or promotion for 2014/2015 on Wednesday, October 8, 2014.

Spring Semester 2015

January 29, 2015: The UTPC members met with Trevor Getz, Chair of the Academic Senate; Sacha Bunge, Dean of Faculty Affairs and Professional Development; Angie Lin Mendoza, Confidential Assistant to the Dean, Office of Faculty Affairs and Professional Development; Angela Sposito, Executive Assistant to the Academic Senate Chair, Academic Senate; Lizett Lopez, Administrative Support Coordinator, Office of Faculty Affairs and Professional Development; and Anthony Macri Ortiz, Administrative Support Assistant

Academic Senate on Thursday, January 29, 2015, to discuss the working relationship between the three entities which included identifying specific responsibilities of each group and reviewing the UTPC schedule for Spring 2015.

January-May: The UTPC met weekly on Thursday from 2:00 to 5:00 p.m. in AM 460 (twice in ADM 447B). The UTPC met a total of 16 times. In addition to the UTPC meetings, the UTPC met with administration for a total of three times (twice with Provost Sue Rosser and Dean Sacha Bunge, and once with President Wong, Provost Sue Rosser and Dean Sacha Bunge). Additionally, the UTPC met twice for consultation with Dean Sacha Bunge, Dean of Faculty Affairs and Professional Development.

In addition to the 3-hour weekly committee meetings and additional meetings with the university administration, the UTPC members' individual workload included approximately another 15 hours per week. Each member reviewed approximately two full WPAFs for a total review of approximately five to nine dossiers per week.

Thursday, April 2nd, 2015: Exchanged the preliminary list of recommendations between the UTPC and the Provost.

Thursday, April 9th and Thursday, April 16th: The UTPC met with the Provost and the Dean of Faculty Affairs to discuss this year's tenure and promotion cases and recommendations. Due to the Provost's illness, a conference call was held with UTPC, Dean of Faculty Affairs, and the Provost.

Monday, April 20, 2015: The Chair submitted the letters to the Academic Senate Office. A revised list of recommendations was delivered to the Provost's office in a sealed envelope.

Tuesday, May 12th: UTPC, the Provost and the Dean of Faculty Affairs met with the President to discuss this year's tenure and/or promotion cases.

Thursday, May 21st: UTPC held a concluding meeting to finalize the UTPC report for 2014-2015. The outgoing UTPC committee met jointly with the incoming UTPC committee to discuss policies and procedures. The incoming committee elected Luiz Barbosa, Chair for the Academic Year 2015-2016.

B. AY 2015-2016 University Tenure and Promotion Committee (UTPC) Membership:
Luiz Barbosa, Sociology, (2014-2016 term), Chair
Ned Fielden, Library (2014-2016 term)
Pete Palmer, Chemistry (2015-2017 term)
Mary Soliday, English Composition (2015-2017 term)

IV. ACTIVITIES OF THE YEAR
A. Committee Activities
During the Fall 2014 semester, the UTPC Chair, the Provost, and the Dean of Faculty Affairs and Professional Development, held meetings with the college deans, department chairs and RTP Committees, and conducted a series of RTP related workshops involving faculty members at different career stages. The goal of these meetings was to inform and remind individuals
involved in the tenure and/or promotion process to prepare accurate and appropriate materials for candidate dossiers and WPAFs in accordance with the current policy, Academic Senate Policy #F11-241, or the "old" Academic Senate Policy #94-028 (where eligible). The UTPC acknowledges that improvements have been made in preparing the candidates’ dossiers and WPAFs but there are areas where continuous improvement is necessary. See Section V of this report.

Also in the Spring semester 2015, the UTPC members met with Trevor Getz, Chair of the Academic Senate; Sacha Bunge, Dean of Faculty Affairs and Professional Development; Angela Sposito, Executive Assistant to the Academic Senate Chair; Angie Lin Mendoza, Confidential Assistant to the Dean, Office of Faculty Affairs and Professional Development; Lizett Lopez, Administrative Support Coordinator, Office of Faculty Affairs and Professional Development; and Anthony Macri Ortiz, Administrative Support Assistant Academic Senate, on January 29, 2015 to discuss the plans for reviewing the dossiers and WPAFs, and the issues/concerns identified in the 2013-2014 UTPC Annual Report.

During Spring 2015 semester, the UTPC held several meetings to evaluate 48 tenure and promotion cases: 22 cases for Tenure and Promotion to Associate Professor, two cases for early tenure only, 20 cases for promotion to Full Professor and four cases under the “old policy” for promotion to Full Professor. Additional committee meetings were held to write and sign recommendation letters, discuss this year's annual report, plan meetings with the President, Provost and the Dean of Faculty Affairs and Professional Development, and elect the 2015-16 Chair. On Thursday, April 2nd, the UTPC exchanged its preliminary tenure and promotion recommendation list with the Provost’s preliminary tenure and promotion recommendation list. The UTPC held meetings with the Provost to discuss a number of the cases on April 9th and April 16th. On April 27th, the UTPC recommendation letters were delivered to tenure and promotion candidates on campus. Copies also were delivered to the President, the Office of Faculty Affairs and Professional Development, the college deans and the department chairs respectively. Only two letters were not delivered on April 27th, 2015, pending additional materials to be included in the WPAF for a final recommendation from UTPC. Those letters were delivered on May 8, 2015 and May 12, 2015. The UTPC Chair met briefly with the Provost on May 1st to prepare for the meeting with the President. On May 7th, the UTPC met with the President, Provost, and Dean of Faculty Affairs and Professional Development, to discuss cases including the ones with outstanding differences of opinion. Also, the UTPC provided feedback regarding the review process for 2014-2015 and offered suggestions to the President, the Provost, and the Dean of Faculty Affairs and Professional Development.

B. UTPC Transition Activities
On May 21st, 2015, the 2014-15 UTPC members met with the newly elected members for the AY 2015-16 term. At this meeting an election was conducted by the AY 2015 16 members, and Luiz Barbosa was elected as the 2015-2016 Chair. Diane Harris, the 2014-15 UTPC Chair, also led a discussion regarding SF State’s Tenure and Promotions policies, UTPC charge and procedures, university personnel concerns, potential conflicts of interests, and confidentiality issues.

V. RECOMMENDATIONS TO THE ACADEMIC SENATE AND FACULTY AFFAIRS
A. Recommendations for Changes and Support to the Tenure and Promotion Process
   a. Teaching Evaluations Summary and a Comprehensive Table
   Almost every file included a table with a chronological listing of courses and student
evaluation scores in comparison with department means. Unfortunately, this table is not in a standard location within the file. Sometimes this table is prepared by the candidate, sometimes it is prepared by the RTP Committee, and sometimes it is prepared by the Department Chair. The UTPC requests that the responsibility for compiling this table be standardized. The UTPC continues to recommend that this table be placed in the dossier (and in the WPAF), so that all UTPC members have access to this information.

b. "Early" Tenure
As identified in the annual report of 2012-2014, the issue of what constitutes "early" needs to be addressed. Two candidates applied for tenure in their fourth year review, especially for those candidates who extended their years of review due to the "furlough" year. While faculty have demonstrated appropriate progress toward meeting the criteria for an "on time" review for tenure and/or promotion, there are concerns regarding the evaluation of WPAFs as to what constitutes "stellar" or "extraordinary" performance that would result in the recommendation of "early" tenure and/or promotion. These requests for early tenure and/or promotion increase the workload of the UTPC and their deliberation over the candidates who are applying for "on time" tenure and/or promotion.

c. Outside (External) Reviews
It was brought to the UTPC’s attention last year (2013-2014 AY) that the university operated under two policies and procedures with the same title of "external review": The first procedure is outlined in Section 1.2 of the Academic Senate Policy F11-24; and the second procedure is defined in Article 15.12 part D of the Collective Bargaining Agreement. During the 2012-2013 AY, UTPC recommended that the Office of Faculty Affairs and Professional Development change the name of "External Review in WPAF" document to align more appropriately with the definition of "external review" in the Academic Senate Policy F11-24. UTPC notes that this name change occurred and the policy is now referred to as "Outside Reviews in WPAF." UTPC continues to recommend for this year, that parties involved in the review process familiarize themselves with both policies and procedures, and be consistent in using the correct title for each procedure.

The UTPC continues to strongly encourage departments who wish to utilize outside reviewers to develop procedures for the practices of these reviews and include these procedures as a part of their deliberations. Ideally the candidate should provide one list of outside reviewers, and a second list of reviewers may be generated by the department RTP committee and/or Chair. Then the RTP committee and/or department chair secures the outside (off campus) reviewers. Securing an outside reviewer should not be the responsibility of the candidate.

d. Late additions to WPAF
There are policies and procedures in place by which candidates may submit updates to their WPAFs. The timeliness of submitting these late materials from the Office of Academic Affairs and Professional Development improved significantly during the 2014-2015 review process. There were six cases where additional late materials were added to the WPAFs after the closing date; five cases did not disrupt the timeline for the review process. Late materials for one case delayed the review process and the letter of recommendation was delivered to the candidate on May 8, 2015. One reminder is that these late additions to the WPAF must be approved and signed by the different committees. UTPC, once again, requests that a deadline of April 1 be established for submitting additional materials to the Office of Faculty Affairs and Professional
Development. This deadline would provide the UTPC the time to review these additions for consideration in their deliberations.

e. Standards for promotion
Currently, the standards for promotion to full professor vary substantially among departments. The UTPC encourages the Academic Senate and the administration to work together in improving departmental criteria for promotion, aiming at more equitable standards for the campus as a whole.

f. Equitable evaluations
The committee noted there were varying degrees of fairness in the different levels of review of candidates, especially for promotion to Full Professor. The evaluation of a candidate, at all levels of review, must be accomplished solely on the basis of the documents in the WPAF. Other extracurricular knowledge that is not included in the WPAF should not influence a recommendation. Attention to clarification in department criteria regarding the differences in performance expected of a Full Professor compared to an Associate Professor would improve the reviewing process for UTPC, and make for a more equitable evaluation.

B. Recommendations to Candidates, RTP Committees, Chairs, and Deans

a. Recommendations made two years ago
The recommendations from the UTPC in the 2013-2014 report, regarding the use of non-discipline-specific language and the consistency in the interpretation of the departmental criteria remain for this year as there are ongoing concerns. The UTPC continues to recommend these changes to the WPAF. Supporting documents in a language other than English should include translations in English to assist and aid the UTPC in its evaluation of the candidate’s WPAF. UTPC also offers additional recommendations to candidates, RTP committees, department chairs, and deans.

b. Organization of the WPAF.
Candidates, especially those who are applying for Promotion to Full Professor, must submit documentation of evidence for all three categories of review, to be organized, individually referenced and indexed in the file in accordance with AS Policy F#11241, following the guidelines provided on the Faculty Affairs website and in the Preparing for Tenure and Promotion Handbook (all based on AS Policy F#11241). A candidate’s C.V. must be submitted in the format recommended in the guidelines provided on the Faculty Affairs website and referenced in the AS Policy F#11241.

c. The quality of scholarship
If departments and colleges choose to restrict the selection of journals in which candidates may publish, such lists of "approved" journals must be shared with the candidates early in the tenure/promotion process. Deciding, during the tenure/promotion review year, that articles are unacceptable, based solely on the journal in which they appear, is by far too late. For example, sharing "Beall's List of Predatory Publishers" with candidates during their first year of review would assist candidates with making decisions to select appropriate and approved journals for submission of their manuscripts. Once a published article has been deemed acceptable by the department’s RTP committee, the department chair, the dean, and/or the Provost, the decision to accept this published article should not be rescinded at a later date, especially during the tenure/promotion year. However, the prestige of the journal title or
book publisher where the article appears should not serve as the only measure of the quality of scholarship. An outside (external) letter of review from a scholar in the discipline would be of value in evaluating the article. The quality of the article, not the journal, should be the focus of evaluation for RTP committees, department chairs and deans.

d. Pagination of reports
UTPC requests for all levels of review, that reports are paginated. Since UTPC reads a number of reports on a candidate, pagination helps to ensure that all of the reports flow correctly.

e. Personnel committee membership
Department RTP Committee members cannot serve on Personnel Committees including any department RTP committees if they are applying for promotion to Full Professor during their year of review. The UTPC strongly recommends that candidates do not serve on “College Leave with Pay” Committees as their membership and participation may be perceived as a conflict of interest if they are applying for promotion to Full Professor. One recommendation from the UTPC is that the cover sheet for the dossiers includes a signature line for candidates to sign and acknowledge that their RTP committee members are not being considered for tenure and/or promotion for the same period of review.

f. Peer Observations
Departments/RTP Department Committees must take responsibility for ensuring that peer observations/evaluations are conducted consistently for tenure/tenure-track and/or promotion candidates. The plans and implementation of these peer reviews are not the responsibility of the candidate.

g. Criteria for “early” tenure and promotion from Associate to Full Professor
The UTPC also strongly encourages departments to carefully revise departmental criteria with specific expectations, requirements and an understanding for faculty who are applying for tenure especially for “early” tenure and promotion from Associate Professor to Full professor. The criteria should include specific expectations and requirements for candidates who are applying for “early” tenure, and for promotion from the rank of Associate Professor to Full Professor.

h. Issues Related to the Dossiers and WPAFs
All of the concerns that were identified in last year’s report continue to be relevant and are reiterated in the 2014-2015 report. However, UTPC will offer recommendations again for improvement.

i. Issues with Dossiers and the CVs
1) This year, as in past years, there were a number of candidates who did not update their CVs to reflect the current status of their publications at the time of the closure of their WPAF.
2) A number of candidates continue to list inaccurate and incomplete citations to their work. Pagination for book chapters, encyclopedia entries, as well as journal articles, needs to be included. Article titles need to be changed from their working title to the actual published title. Having incorrect and incomplete information leaves a poor impression of the candidate. It also makes it extremely difficult for UTPC to effectively evaluate the WPAF.

3) "Forthcoming" is not a precise term. It is often used to mean any one of the following: "under review", "accepted", "accepted, pending final revisions", and other vague references to the term, forthcoming. Items yet not published should NOT be listed under the "Publications" category. Only items that have been assigned an actual publication date, as well as those already in press, should be listed in the "Publications" category.

4) In the instance of co-authored articles, the candidate's shared responsibility should be documented.

5) All documents listed in the CV must be indexed in the WPAF with evidence of item that is indexed.

ii. Issues with WPAFs

1) The issue of missing items was a significant concern and was discussed in last year's Annual Report. Improvement has been made regarding the inclusion of past reviews for candidates applying for tenure and/or promotion in the current the year. The UTPC encourages all candidates applying for tenure and/or promotion to Associate Professor to continue to work toward full compliance.

2) The UTPC continues to request that the table of student evaluations is placed both in the WPAF and the dossier, so that all UTPC members have access to this information.

VI. PLANS FOR THE COMING YEAR, 2014-2015

During summer 2015, the new UTPC Chair will work with the Dean of Faculty Affairs and Professional Development to ensure that the annual meetings with the President, the Provost, college deans, and departmental RTP committees are scheduled.

The UTPC Chair will schedule a meeting in mid-December of the 2015-16 UTPC members, the Chair of the Academic Senate, the Dean of Faculty Affairs and Professional Development, the executive staff of the Academic Senate Office, and the executive staff of the Faculty Affairs and Professional Development Office. At this meeting, the RTP calendar will be reviewed, the designated roles and responsibilities of the three entities will be clearly identified, and workflow issues will be discussed. This type of meeting was held within the past two years and was shown to be tremendously helpful.

The number of tenure review cases remained approximately the same from last year to this year (46% for 2013-2014, and 45% for 2014-2015). The number of applications for promotion to Full Professor increased slightly from last year to this year (45% for 2013-2015 and 50% for 2014-2015). This trend is expected to continue, and the UTPC encourages departments to develop specific criteria for promotion consideration from Associate to Full Professor.

VII. ACKNOWLEDGEMENTS

The UTPC wishes to acknowledge those individuals who supported the committee's work. Especially helpful was the processing of the files that arrived early in the Faculty Affairs Office, so that the UTPC could begin reviewing the dossiers for deliberation. Also helpful were a spreadsheet detailing the status of the candidates; the filing of the dossiers and the WPAFs in alphabetical order; the current directory of department chairs and deans; the coordination of meeting times with the President and the Provost; the scheduling of rooms for weekly meetings; and delivery confirmation of UTPC letters of recommendation to the candidates and their copies to the colleges (deans) and departments (Chairs). Special recognition is given to: Angie Lin Mendoza, Confidential Assistant to the Dean, Office of Faculty Affairs and Professional Development; Angela Sposito, Executive

Assistant to the Academic Senate Chair, Academic Senate; Candice Piper, Former Support Staff for Provost Sue Rosser; Lizett Lopez, Administrative Support Coordinator, Office of Faculty Affairs and Professional Development; Anthony Macri Ortiz, Administrative Support Assistant Academic Senate; Marisa Valdivinos, student assistant, Office of Faculty Affairs and Professional Development; Cynthia Garibay, Work-study student assistant, Academic Senate; and Emily Goldstein, Work-study student assistant, Academic Senate.

Please note: On the following page, UTPC member, Marlon Hom was unable to sign this report due to his unavailability as a result of medical challenges.