

**Reference Number:** S14-122

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formerly #F84-122 and #90-122)

## PURPOSE.

San Francisco State University is dedicated to supporting and maintaining faculty development. The Policy on Post-Tenure Development and Review outlines how SFSU supports faculty in the years following tenure and promotion through a process that encourages self-reflection, recognizes faculty contributions, identifies areas needing support, and enhances opportunities for further development. The policy is consistent with SFSU's mission of educational excellence and encourages a culture of continuous feedback and professional support. It is also aligned with Article 15 of the Collective Bargaining Agreement (hereafter Agreement), which stipulates periodic evaluation of tenured faculty in the California State University System. The Policy on Post-Tenure Development and Review recognizes the autonomy of individual departments to identify appropriate processes for upholding the relationship between individual faculty members and new and ongoing department-level objectives, highlighting scholarship and contributions to campus and community, and discussing continued faculty development. Each review is considered an opportunity for the faculty member to highlight their professional accomplishments and growth over the past five years and to consider their career path for the upcoming five years.

Individual departments shall act as the forum for the faculty member to showcase and share aspects of their careers at SFSU every 5 years after tenure. The review process itself provides recognition of faculty achievements and fosters departmental and cross-disciplinary collegiality and collaboration. Collectively, the products and public documents from the post-tenure review process will demonstrate the University's engagement with and currency to the greater community.

## II. PROCEDURES AND BENEFITS

Review of tenured faculty members shall be conducted at intervals no greater than five (5) years least once every five years as stipulated in the Agreement. Tenured faculty on leave status are continuing faculty; the period in which a tenured faculty member is on professional leave is included as part of the five-year interval. Faculty on leave-with-pay status will not be evaluated during the year of their leave. Faculty on the early retirement program and faculty up for promotion are exempt unless the faculty member or department chair or appropriate administrator equivalent requests an evaluation.

By the first day of instruction in the fall semester in the final year of the five-year cycle, the Office of Faculty Affairs and Professional Development shall inform the college and the department by providing a list of tenured faculty to be reviewed. Each department shall inform the tenured faculty no later than 14 days after the first day of instruction of the fall semester to prepare for the review, which will take place during the spring semester. The entire review process should be completed during the spring semester.

The quinquennial review of tenured faculty should take place as follows:

All tenured faculty shall be reviewed by departmental peer review, as determined by each department. The process will be the same for both associate and full professors. At minimum, the departmental peer review committee must consist of the department chair, one faculty member selected by the chair, and one faculty member selected by the faculty member being reviewed. Only faculty members of an equal or greater rank than the faculty member being reviewed may serve on a post-tenure peer review committee. If the department chair is of lesser rank than the faculty member under review, the faculty member may invite an additional full professor to serve on the departmental peer review committee. The minimum requirements for review materials shall include the following: a curriculum vitae or Faculty Activity Report, all available teaching evaluations, if any, for the 5-year period being reviewed, and at least one professional activity (hereafter called the "Career Development Activity") determined by the faculty member and departmental peer review committee. Career Development Activities shall include the sharing with colleagues of a professional accomplishment of the past five years related to teaching, scholarship, creative works, or service. Examples of Career Development Activities include, but are not limited to, a performance; a pedagogy workshop; syllabi or course proposals; published work; a work in progress; a community service project; a presentation or colloquium.

Each department shall determine the parameters of each review, and designate a manner of summarizing in writing the results of the review. The department shall create the Departmental Criteria for Post-Tenure Review, which will be made available to all faculty members. Department criteria will stipulate the processes for selecting the peer review committee, reviewing the post-tenure faculty, choosing the Career Development Activity, providing feedback for development, and summarizing review results. Departments, in summarizing reviews, may follow a senate-provided template or may develop their own. The contents of the review summary report will include: a) a self-statement by the faculty member reflecting on the accomplishments of the past five years and identifying goals for the following five years; b) the identification of needs and resources to support the faculty member's goals; and c) feedback from the peer review

committee to promote and facilitate the faculty member's ongoing professional development. The final version of this summary shall be developed in consultation with the faculty under review.

The tenured faculty member under review shall be provided a copy of the peer review report of his/her periodic review, and will have an opportunity to respond and add comments to the report. The departmental peer review committee and the appropriate administrator shall meet with the tenured faculty under review to discuss the report, recognize faculty contributions, encourage faculty to express their interests, and identify areas needing support. The review summary report is due to the tenured faculty under review and the appropriate administrator by the final Friday in April, and the final version of the review will be placed in the faculty member's Personnel Action File. The aforementioned post-tenure departmental peer review committee will identify available resources in the department, college, and campus to help facilitate the faculty member's career development.

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