

Reference Number: S00-122

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EVALUATION OF TENURED FACULTY FOR PROFESSIONAL DEVELOPMENT AND SUPPORT

#S00-122

(formerly #F84-122)

At its meeting of February 22, 2000, the Academic Senate approved the following policy on Evaluation of Tenured Faculty for Professional Development and Support.

PURPOSE. An evaluation of tenured faculty is consistent with the mission of educational excellence at San Francisco State University. Article 15 of the Collective Bargaining Agreement (hereafter Agreement) also stipulates periodic evaluation of tenured faculty in the California State University System. The San Francisco State University Academic Senate policy on the evaluation of tenured faculty recognizes and respects academic freedom and the rights endowed to the faculty at the time of tenure. The primary purpose of the evaluation is to acknowledge, encourage, and support professional development of tenured faculty through peer review. The evaluation should recognize and encourage the accomplishments of tenured faculty by providing incentives to further advance their professional growth and make supportive recommendations for improvements if needed. In addition, the evaluation of tenured faculty is to consider the relationship of the faculty member to new and on-going programs of the department.

FREQUENCY OF EVALUATION. Evaluation of tenured faculty members shall be conducted at 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 the early retirement program are covered by the mandate except for those tenured faculty who are undergoing or have undergone in the preceding five year period a performance review for tenure or promotion. In colleges where there are more frequent periodic evaluations of faculty, there should be a procedure consistent to this quinquennial evaluation of tenured faculty.

By the third week of 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 to prepare for the review, which will take place during the spring semester. The departmental review should be completed no later than the first week of March in the spring semester.

CRITERIA. All tenured faculty shall be initially reviewed by a departmental peer review committee for teaching effectiveness and/or for effectiveness in primary assignment. Evaluation of teaching effectiveness must include written student evaluations in a minimum of two classes annually during the five-year period of the review. Tenured faculty to be reviewed shall provide the review committee a current curriculum vitae and additional supporting materials that are pertinent to their professional activities. Departments may establish their own additional review criteria. Additional criteria may include, but are not limited to: curriculum development or revision, advising, contributions to the department, college, and/or university; currency in the field; professional achievement and growth; community service, and participation in professional associations. Each department should establish its own priority among these additional review criteria in consultation with the college dean.

PROCEDURES. The quinquennial evaluation of tenured faculty shall be processed as follows:

Departmental Committee => Department Chair => College Dean => Office of Academic Affairs

At the beginning of each five-year review cycle, it is the responsibility of the Office of Faculty Affairs and Professional Development to inform both the department and the tenured faculty to be reviewed about the procedures. The Office of Faculty Affairs and Professional Development shall provide the department with the "Evaluation of Tenured Faculty for Professional Development and Support Cover Sheet" when the notice of review of tenured faculty is given. The review shall be conducted by the properly constituted departmental peer review committee of full-time tenured faculty members. Where there are insufficient tenured faculty members within the department, tenured faculty from a related academic discipline may serve on the review committee upon recommendation of the department in consultation with the college dean. Departments shall specify whether a H RTP (hiring, retention and tenure, or promotion) committee was used or whether a specially constituted committee was established for this purpose.

The departmental peer review committee shall inform the tenured faculty to be reviewed of (1) the departmental criteria, and any supporting materials they are to submit to the committee; and (2) the time frame for the evaluation and deadlines for submission of materials.

At the conclusion of its deliberations the peer review committee shall prepare a written peer review committee report which may include recommendations, hereinafter referred to as the summary report. The peer review committee summary report shall be forwarded to the department chair and to the tenured faculty member. The department chair shall review the submitted materials and the summary report, and provide a copy of the chair's recommendation to the college dean or designee, the chair of the peer review committee and the tenured faculty member under review. The peer review committee chair, the department chair, and the college dean or designee may meet with the tenured faculty member being evaluated to discuss the summary report along with suggestions, if any, to support the faculty's professional development. The tenured faculty under review may within seven calendar days submit a rebuttal or statement regarding the review process.

The "Evaluation of Tenured Faculty for Professional Development and Support Cover Sheet," the summary report, the results of student evaluations of teaching effectiveness, written recommendations by the peer review committee, the department chair and the college dean or designee and the faculty rebuttal statements, if any, shall be forwarded to the Office of Academic Affairs via the Office of Faculty Affairs and Professional Development. Recognition and support of professional achievement and continual growth, based on the results of the review, may be made by the peer review committee, the department chair, the dean, and/or the Office of Academic Affairs. The tenured faculty under this review should be informed of any opportunities and/or incentives for professional development, or any identified areas needing improvement, as the review process concludes. Recommendations to support and/or enhance further professional development, as identified in the review, should be implemented, as feasible, at the university, college or departmental level appropriate to the goals identified. The Office of Faculty Affairs and Professional Development shall place the post-tenure evaluation documents in the official Personnel Action File at the conclusion of the review process. With the exception of the curriculum vitae, all supporting materials submitted by the faculty member shall be returned to the faculty member.

TIME-LINE. The quinquennial evaluation of tenured faculty shall be processed as follows:

September	3rd Friday	Office of Faculty Affairs to College and Department: a list of tenured faculty to be evaluated
October	3rd Friday	Department to establish a peer review committee and evaluation criteria and inform the faculty under review
March	1st Friday	Department committee: summary report to department chair and a copy of the report to faculty under review (faculty has five day to submit a rebuttal)
March	3rd Friday	Department Chair: report to college dean and a copy of the report to the faculty under review (faculty has five days to file rebuttal)
April	2nd Friday	Dean's report to the Office of Academic Affairs via Office of Faculty Affairs, and a copy of the report to the faculty under review (faculty has five days to file rebuttal, if any)
May	2nd Friday	Academic Affairs' final report to the faculty under review (to be filed by Office of Faculty Affairs)