

**Reference Number:** S94-120

**Senate Approval Date:** Saturday, January 01, 1994

## RETENTION AND TENURE

**Academic Senate Policy #S94-120 (superseded by #S16-241)**

**(This policy reflects the changes to the original policy #S88-120)**

At its meeting of March 22, 1994 the Academic Senate approved changes to Section 3.4 of the Faculty Manual - Retention and Tenure:

**3.4 POLICY AND PROCEDURES FOR GRANTING OF CREDIT TOWARDS TENURE Coverage:** This policy is in compliance with Article 13.4 of the Agreement.

**Policy:** Credit towards probation may be granted based upon previous service as a faculty member at another college or university, previous full-time CSU employment, or comparable experience.

The maximum credit allowable is two (2) years.

The awarding of service credit for probation will be approved by the department R&T committee, the department chair, the dean/director, and the Associate Provost for Faculty Affairs. Normally, this will occur at the time of tenure-track hire. The approved amount of service credit will be incorporated into the official offer of employment letter prepared in the Faculty Affairs Office. But the granting of service credit may be deferred until after the tenure-track hire upon the recommendation of the dean/director, and with the approval of the Associate Provost for Faculty Affairs.

Criteria for the award of service credit towards probation:

- a. For service as a lecturer at San Francisco State University: Written documentation of the evaluation of the faculty member which is equivalent to that required for probationary service, and which covers the year(s) for which credit is being requested.
- b. For service elsewhere: Statement from the appropriate administrator at that institution that the prospective faculty member had been subject to evaluation during the year (s) for which service credit is being requested and that the results of the evaluation demonstrated the individual was performing competently, or written documentation of the performance of the faculty member which is equivalent to that required for probationary service and which covers the years for which credit is being requested.
- c. All requests for service credit towards probation should include evidence of teaching effectiveness and scholarly accomplishments related to the discipline for which the individual is being hired; normally, this evidence will be post-doctoral.

**Procedures:** In each recommendation for a tenure-track hire, the department must state that it has informed the prospective faculty member of the possibility of receiving credit towards tenure for prior comparable service and of the consequences of receiving such credit. The department must also indicate whether the individual has requested service credit and, if so, how many years of credit it wishes to recommend: none, one, or two. Documentation supporting requests for one or two years of credit should accompany the appointment documents forwarded to the dean and, subsequently, to the Office of Faculty Affairs and Professional Development.

If the request for service credit is approved, the official letter offering employment at San Francisco State University will state the agreed-upon probationary period.

Upon acceptance of the offer of employment, the tenure eligibility year will be adjusted in the Faculty Records Office by the data entry supervisor.

The letter of acknowledgment from the dean to the new faculty member will constitute notification of the revised probationary period to the faculty member, department, school, and the official personnel action file.

In the initial year of employment on tenure-track status, the probationary faculty member will be evaluated for retention according to the time frames and procedures for the first, second, or third year of probation depending upon the amount of service credit awarded.

**\*\*\* APPROVED BY PRESIDENT CORRIGAN ON AUGUST 1, 1994 \*\*\***

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