

## HISTORY DEPARTMENT

### POST-TENURE REVIEW PROCEDURES (beginning 2016-17)

The CSU/CFA Collective Bargaining Agreement (15.35) states:

*For the purpose of maintaining and improving a tenured faculty unit employee's effectiveness, tenured faculty unit employees shall be subject to periodic performance evaluations at intervals of no greater than five (5) years. Participants in the Faculty Early Retirement Program (FERP) shall not be required to undergo evaluation unless an evaluation is requested by either the FERP participant or the appropriate administrator (Department Chair or equivalent, as per Academic Senate policy #S14-122). Such periodic evaluations shall be conducted by a peer review committee of the department or equivalent unit, and the appropriate administrator (Department Chair or equivalent, as per Academic Senate policy #S14-122). For those with teaching responsibilities, consideration shall include student evaluations of teaching performance.*

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.

### HISTORY DEPARTMENT PROCEDURES AND CRITERIA

According to History Department By-Laws, the department's RTP Committee and Department Chair are jointly tasked with post-tenure review. Only faculty members of an equal or greater rank than the faculty member being reviewed may serve on a post-tenure peer review committee. Therefore, only RTP committee members of equal or greater rank than the person under review shall perform the evaluation. The Department Chair will serve on the peer review committee, but if the 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.

Consistent with the CBA and Academic Senate policy #S14-122, all tenured faculty members, except those in FERP or coming up for promotion shall be reviewed according to the above timetable for effectiveness in teaching and career development (as described below).

Review materials shall include the following:

- CV or Faculty Activity Report
- All available teaching evaluations for the 5-year period being reviewed
- Evidence of at least one "Career Development Activity."

Career Development Activities shall include 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 pedagogy workshop; syllabi or course proposals; published work; a work in progress; a community service project; a presentation or colloquium.

The department review committee will delegate one member to produce a summary report that all members of the committee of equal or greater rank than the person under review will edit, approve, and sign. The report will include:

- A self-statement by the faculty member reflecting on the accomplishments of the past five years and identifying goals for the following five years
- The identification of needs and resources to support the faculty member's goals
- 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 member under review, who will have an opportunity to meet with the committee to respond and add written comments. The committee's summary report and the faculty member's comments will then be placed in the faculty member's Personnel Action File.