



Procedures for Evaluation of Tenured Faculty

History: approved in 1984

Updated 09-10 FAC 7 rev

- 1.0 This document presents procedures for the evaluation of tenured faculty in compliance with provisions of the Collective Bargaining Agreement between the CSU Board of Trustees and the California Faculty Association for Unit 3 - Faculty (hereinafter referred to as the CBA).
 - 1.1 Each tenured faculty member shall be subject to a periodic evaluation at intervals of no more than five years, in accordance with the relevant sections of CBA Article 15.
 - 1.2 A promotion review conducted at the Department level under University Retention, Tenure, and Promotion Policy and Procedures in the fifth year after tenure will serve as this evaluation.
 - 1.3 These procedures will be followed unless a Department elects to establish its own procedures. In that event the Department must submit its proposed procedures to the Faculty Affairs Committee for review; the Faculty Affairs Committee shall ensure that they are fully consistent with provisions of the CBA. The approved Department procedures shall be kept on file in the offices of the College Deans and the Provost and Vice President of Academic Affairs.
- 2.0 A five year schedule for the evaluation of tenured faculty members shall be established and maintained by the Office of the Provost.
 - 2.1 The initial placement of a faculty member on the schedule shall be in the fifth year after the faculty member's last review.
 - 2.2 If a faculty member will be on leave during any or all quarters in the fifth year, he or she may request an extension through the Department Chair.
 - 2.3 The schedules of evaluations established before the passage of this policy shall remain in force.
- 3.0 In accordance with CBA Article 15.32, the evaluation shall be conducted by a Peer Review Committee of the Department or equivalent unit, comprised of no fewer than three tenured faculty members, and by the Dean or Dean's designee. The Peer Review Committee shall be selected in a manner to be decided by the Department for each person being evaluated. Faculty members may not serve on their own committees.

- 4.0 The faculty member being evaluated shall prepare documentation consistent with the professional responsibilities outlined in CBA Article 20.1a: “The primary professional responsibilities of instructional faculty members are: teaching, research, scholarship, creative activity, and service to the University, profession and to the community.”
 - 4.1 The documentation will cover the faculty member's most recent five years of service to the University.
 - 4.2 The faculty member shall submit supporting documentation to the Department Office.
- 5.0 In accordance with CBA Article 15.32, the faculty member’s documentation shall include written student questionnaire evaluations for a minimum of two classes annually for each faculty member evaluated.
 - 5.1 The Department Chair shall be responsible for determining that the courses evaluated are representative of the faculty member's teaching responsibilities.
 - 5.2 Additional opportunity for student evaluation of the faculty member shall be provided in accordance with the CSUEB Policy for Student Evaluation of Teaching.
 - 5.3 Faculty members with reduced or no teaching assignments will be expected to provide evidence of achievement related to their assigned time.
- 6.0 The Peer Review Committee shall report its evaluation of the faculty member in a memorandum to the Dean or Dean’s designee, with a copy to the faculty member.
 - 6.1 The memorandum shall include consideration of the faculty member's achievement and service, including an evaluation of currency in the field, and the faculty member’s Personnel Action File (PAF) on file at the Provost’s Office.
 - 6.2 The Peer Review Committee shall submit its memorandum to the Dean’s Office. The faculty member’s documentation will remain at Department Office.
 - 6.3 The Dean or Dean’s designee shall indicate agreement with the Committee's memorandum by signing it, or shall draft a separate memorandum.
 - 6.4 The faculty member shall be provided a copy of the signed memorandum or the Dean’s separate memorandum.
- 7.0 The Chair of the Peer Review Committee and the Dean or Dean’s designee shall meet with the faculty member to discuss the faculty member's strengths and weaknesses along with suggestions, if any, for improvement.

- 8.0 A copy of the Peer Review Committee's and Dean's memorandum shall be placed in the faculty member's PAF.
- 8.1 The Committee's deliberations and the evaluation memoranda shall remain confidential.
- 8.2 The faculty member's documentation will be returned to the faculty member no later than the end of the Spring Quarter

TIMELINE FOR EVALUATION OF TENURED FACULTY

Faculty Member's Documentation to Department Office	No later than March 15
Peer Review Committee's Memorandum to Dean and Faculty Member	No later than April 15
Copy of Dean's memorandum to the Faculty Member	No later than May 24
Dean's or Dean's Designee's Meeting with Faculty Member	No later than end of Spring Quarter
Documentation returned to Faculty Member	No later than end of Spring Quarter