POLICIES AND PROCEDURES FOR FACULTY
APPOINTMENT, RETENTION, TENURE AND PROMOTION

Department/Division/School of__Public Health_____

Confidentiality of Personnel Deliberations

Except as otherwise provided by systemwide policy, the deliberations of personnel committees having to do with appointment, reappointment, retention, tenure, periodic review/evaluation, and promotion, shall be strictly confidential. The results of such deliberations shall be made known only to those to whom a committee is required to report current University, College, or department personnel policies and procedures and then only by the committee member or members formally charged with that responsibility. The principle of confidentiality shall be observed by all committee members as well as by all other participants in the process. Failure to preserve the confidentiality of personnel deliberations provides grounds for a charge of unprofessional conduct. In the event that the confidentiality of personnel deliberations is allegedly violated, the president may authorize such public statements as appropriate.

In those cases where a participant in the process is asked to appear before a review committee, participate in a contract or faculty status grievance proceeding, or is required to give testimony during litigation, the principle of confidentiality is waived to the extent required by law.

In the event that any participant perceives serious violations of University regulations in confidential committee procedures, that person is relieved of the requirement of confidentiality in order to report that concern to the Committee on Academic Freedom and Professional Ethics for the purpose of obtaining advice, or to those to whom the committee is required to report, for whatever action may be deemed appropriate.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY:
(Number additional pages, if needed, as 1-2, 1-3, etc.)

NONE

Note* The term "*faculty*" or "*faculty member*" shall be understood to refer to faculty unit employee.

The term "*department*" shall be understood to refer to the academic unit within a college, such as department, division or school.

The term "*College dean*" shall be understood as also referring to the appropriate unit administrator, in those units other than the colleges that regularly employ Unit 3 personnel.

The term "*College*" shall be understood to also refer to the Library-Counselors unit and all other units that regularly employ Unit 3 personnel.

The terms "*Agreement*" shall be understood as referring to the Memorandum of Understanding or the Unit 3 Collective Bargaining Agreement.

Composition of Departmental Personnel Committees (Probationary and Temporary Appointment, Retention, Tenure, and Promotion, and Evaluation of Temporary, Probationary and Tenured Faculty)

Each department shall establish one or more committees to make recommendations on appointment, retention, tenure and promotion (ARTP). Each committee shall have a minimum of three members and one alternate. Each committee will elect its own chair.

The department annually elects One (1) personnel committee(s). (Indicate number of committees.)

The probationary and tenured faculty members of the department or equivalent unit shall elect a peer review committee(s) of tenured faculty members. When there are insufficient eligible members to serve on the peer committee, the department shall elect members from a related academic discipline(s).

COMPOSITION OF DEPARTMENTAL PERSONNEL COMMITTEES

(The Committees, as a whole, must take responsibility for the following tasks: Probationary Appointment; Temporary Appointment; Retention, Tenure and Promotion; Range Elevation; Evaluation of Temporary Faculty; Evaluation of Probationary Faculty; Evaluation of Tenured Faculty; and Collaboration on the Development of Individual Professional Plans. It is required that each unit indicate below which Committee will be responsible for each of these tasks.)

Committee Titles and Responsibilities	Number of Members (at least 3; all tenured full-time) (Indicate if must be (full) professor rank)	Number of Alternates (1 or more; all tenured full-time)* (Indicate if must be (full) professor rank)
Personnel Committee: this committee will perform all personnel functions assigned to the Department	3 tenured Professors. The Department Chair may serve on the Committee, if elected. If a tenured professor is going to be evaluated in the coming year, then the committee must consist of 3 full professors or at least two full professors with the alternate (next column) being a full professor.	One tenured Professor. Must be a full professor if a tenured professor is to be evaluated in the coming year and the committee has only two full professors.

*When a member of a department committee is to be absent from a substantial part of the committee's deliberations, an alternate will replace the member and will continue through the completion of all committee deliberations of that cycle. Consideration should be given to having the alternate(s) present from the start of the deliberations, to enable the alternate(s) to participate effectively, if/when needed.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY:

(Number additional pages, if needed, as 2-2, 2-3, etc.) (If NONE, so indicate)
Members will be elected by secret electronic ballot in the spring. Elected members will serve for the next academic year. Method of tallying results will be by the golf score method.

Eligibility for Committee Service and Balloting

Membership on faculty personnel committees shall be limited to permanent faculty members. Exceptions to this restriction shall be limited to those instances in which the CSU/CFA Collective Bargaining Agreement requires the participation of other faculty employees.

Faculty participating in the Faculty Early Retirement Program (FERP) may serve on personnel committees when the committee's work would normally be completed during the period of FERP employment. However, personnel committees may not be comprised solely of faculty participating in the Faculty Early Retirement Program.

Faculty members on leave for one or more quarters will normally not serve on personnel committees, and must notify the committee chair prior to the beginning of the quarter in which they will be absent. If a faculty member is available and willing to serve and if there are extraordinary circumstances that make the faculty member's attendance highly desirable, a faculty member may serve while on leave subject to the college dean's approval.

Each department/division/school and each college shall elect one or more personnel committees comprised of tenured faculty members to conduct evaluations of faculty members. Each department/division/school committee shall have a minimum of three members and one alternate. For faculty units that are not organized into departments/divisions/schools, the unit-specific evaluations policies will identify equivalents to personnel committees. A faculty member cannot serve on more than one level of peer review for another faculty unit employee in any given academic year. If a faculty member is elected to peer review committees at two levels, the faculty member may decline service on either the department/division/school or college committee.

When a member is to be absent from a substantial part of the committee's deliberations, the alternate will replace the member and will continue through the completion of all committee deliberations of that cycle. A committee member on the college evaluation committee may not be present when the committee is deliberating and voting on candidates from his or her department/division/school.

As established by the department/division/school policy, the chair or director may serve on the department/division/school evaluation committee either as an elected or ex officio voting member, or as an ex officio non-voting member. If the chair or director is not a voting member of the department/division/school evaluation committee, he or she has the responsibility to write an independent evaluation of the faculty member. Indicate below if the chair or director is always included on the committee, excluded from the committee, or eligible to serve if elected to the committee.

No member of an evaluation committee may participate in the evaluation of anyone who holds a rank higher than the member's rank. Additionally, faculty members under promotion consideration are not eligible to serve on promotion or tenure peer review committees.

The ballot of nominees for committee(s) will list at least twice the number of faculty to be elected. If the department does not have eligible members for a department personnel committee equal to twice the number to be elected, they will add the names of eligible nominees who are willing to serve from closely related disciplines to achieve that number. The ballot should consist only of faculty eligible to serve. It is expected that all eligible faculty will be on the departmental ballot and shall serve if elected.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY:
(Number additional pages, if needed, as 3-2, 3-3, etc.) (If NONE, so indicate)

For each faculty evaluation committee, indicate whether the chair is always included on the committee, excluded from the committee, or eligible to serve if elected to the committee.

The chair is eligible to serve on the personnel committee. A quorum shall consist of two members.