



CALIFORNIA STATE UNIVERSITY, LONG BEACH
FACULTY AFFAIRS

To: All Faculty

From: Holly Harbinger, Associate Vice President for Faculty Affairs

Date: September 14, 2009

Re: REVISED*: Furlough Policy Regarding Extension of Probationary Period

*Please note that further clarifying information received from the Chancellor's Office regarding 5.d in the CFA-CSU Furlough Agreement and the extension of the probationary period specifically in regard to faculty up for Reappointment in 2009-2010 has resulted in significant changes to the information below.

Eligibility

- All probationary (tenure-track) faculty members may request an extension of the probationary period. Faculty do not have to establish any adverse impact of the furlough. All requests made by the deadlines will be granted.
- Tenured faculty are not eligible to request an extension.
- If a request is made, the probationary period “will be increased, by one (1) year from the normal probationary period of six (6) years of full-time probationary service and credited service specified in Article 13.3 to a probationary period of seven (7) years of full-time service and credited service.” (CSU 7-28-09 Furlough Agreement with CFA)
- To get an extension, the eligible faculty member must make a request for an extension of the probationary period via email to the AVP for Faculty Affairs and copy the Department Chair and the Dean by the appropriate deadline listed below.

Deadline to request an extension: Faculty up for Tenure or Tenure & Promotion in 2009-2010

- Faculty who are up for Tenure or Tenure & Promotion this year, 2009-2010, must submit the extension request no later than the deadline for the first level of review (the Department RTP Committee) to render its recommendation.
- Therefore, candidates must make their requests for an extension **before** receiving their department-level RTP decision.

- The deadlines for requesting an extension for faculty up for Tenure or Tenure & Promotion review – **no later than November 24, 2009**

***Deadline to request an extension: Faculty up for Reappointment in 2009-2010**

- For faculty up for Reappointment review – **no later than June 30, 2010** (See specific case details below.)
- **Faculty members up for Reappointment review in year 3:**
Candidates must submit their request for an extension of the probationary period before November 6, 2009 to halt the Reappointment review process and change to a periodic (Mini) review process.
- **Faculty members up for Reappointment review in years 4 or 5:**
Candidates must submit their request for an extension of the probationary period before November 24, 2009 to halt the Reappointment review process and change to a periodic (Mini) review process.
- **Note:**
If the faculty member scheduled for a Reappointment review completes the Reappointment review process and receives a positive recommendation on Reappointment, the faculty member could still request an extension as long as the request is made prior to June 30, 2010. (The extension would be an additional periodic review in 2010-2011.) If denied Reappointment, the faculty member would NOT be able to request an extension to the probationary period.

Deadline to request an extension: Faculty up for Periodic (Mini) Review in 2009-2010

- Faculty who are up for a periodic review (Mini Review or PDP this year, 2009-2010, must submit the extension request **no later than June 30, 2010**.

Deadlines for submission of RTP files

- Deadlines for candidates to submit RTP files to department RTP committees in 2009-2010 remain unchanged.
- All probationary faculty members who have requested an extension and are, therefore, doing a periodic (Mini) review this year must submit their file to the department RTP committee **no later than February 5, 2010**.
- Probationary faculty who are up for performance review (Reappointment, Tenure, Tenure and Promotion) and have not yet decided whether to request an extension still must submit the RTP file to the department RTP committee **no later than October 2, 2009**.

Impact on schedule of review for faculty requesting an extension

- All faculty members who request an extension of the probationary period will still undergo a periodic review in 2009-2010. President Alexander made this

determination to ensure ongoing guidance and feedback to candidates during their progress toward tenure.

- (The one exception is faculty members up for Reappointment who complete the review, get a positive recommendation, and then request an extension before June 30, 2010. Their next review would be a Mini review in 2010-11.)
- Faculty scheduled for a performance review (Reappointment, Tenure, or Tenure & Promotion) in 2009-2010 will have a periodic review (Mini Review) instead. They will do their performance review in 2010-2011, thereby resuming their scheduled calendar of RTP reviews.
- Faculty scheduled for a periodic review (Mini Review or PDP for first year faculty, if appropriate) will do a periodic review in 2009-2010. They will do another periodic review (Mini Review) in 2010-2011, thereby resuming their scheduled calendar of RTP reviews.
- First-year probationary faculty with no years of service credit who request an extension will have the first Reappointment review in 2012-2013. First-year probationary faculty with no years of service credit who do not request an extension will have the first Reappointment review in 2011-2012.
- Note: Request for an extension is irrevocable. The CSU and the CFA have agreed that probationary faculty who request an extension and then later decide to apply for tenure before the extended probationary period has ended will be considered candidates for “early” tenure.