



CALIFORNIA STATE UNIVERSITY, LONG BEACH

OFFICE OF THE ACADEMIC SENATE

Implementation of University Reappointment, Tenure, and Promotion Policy and College and Department Alignment (Spring 2024)

Guidelines for Document Development at Department and College Levels

- Conversation and constructive dialogue should be initiated immediately upon approval of the revised University RTP policy.
- Colleges should initiate their conversations immediately to complete their revisions no later than December 2, 2024. Departments should also begin their conversations, being mindful of where college discussion and revisions are going. Department document revisions are to be completed no later than May 1, 2025.
- When developing their RTP documents, colleges and departments should strive for input from tenure-track and tenured faculty. The bylaws/constitutions of colleges, departments, and schools should guide the revisions of these documents. The AVP for Faculty Affairs (or designee) will provide guidance and information on an ongoing basis and will provide facilitation assistance to any department, college, or faculty council if requested.

Responsibilities

- **Dean:** Now that the University RTP policy has been approved, it is the responsibility of the Dean to provide an opportunity for college faculty to be informed about and discuss the revised University RTP policy and its implications for college and department RTP documents.
- **Faculty Council Chair:** The Chair of the Faculty Council is responsible for working with council members and consulting with the Dean regarding the proposed revisions to the college document and the approval process for revised department documents.
- **Department Chair:** Once a college conversation about the college RTP document has been initiated, it is the responsibility of the Department Chair to provide an opportunity for tenure-track and tenured faculty to facilitate department-wide conversations about the direction of the college document and its implications for the department document.

Revision Timelines

- The Dean will be asked to produce updates to the Provost and the AVP for Faculty Affairs on college and department RTP revision progress by the end of the Spring 2024 semester.
- College document revisions are to be completed, approved at appropriate levels*, and submitted to the Office of the Provost no later than December 2, 2024.
- Department document revisions are to be completed, approved at appropriate levels*, and submitted to the Office of the Provost no later than May 1, 2025.
- Once revised documents have been approved by the Provost, the AVP for Faculty Affairs (or designee) will conduct university-wide implementation workshops for RTP review committees, Deans, Department Chairs, staff involved in the RTP process, and faculty going up for review.

Implementation Timelines

- Academic Year 2024-25
 - All new tenure-track hires will be doing a non-action Mini review or a PDP. The new faculty may elect to be reviewed under the new University RTP document at the time of their first formal review. It should make it clear to them that this means they will be reviewed (for all following years) under the new RTP documents.
 - All incumbent faculty (i.e., tenure-track faculty hired before academic year 2024-25) will be reviewed under the version of University, college, and department documents in place at the end of academic year 2023-24 (a.k.a. “prior version”).
- Academic Year 2025-26
 - All revised University, college, and department RTP documents will be in effect.
 - All new tenure-track hires will be reviewed (for this and all following years) under the new RTP documents (and will be doing a non-action Mini review or a PDP).
 - An exception exists for any faculty member up for an action this year (reappointment, tenure with or without promotion, and promotion only). They may elect to be reviewed under the version of University, college, and department documents in place at the end of academic year 2023-24 (a.k.a. “prior version”).
- Academic Year 2026-27
 - All revised University, college, and department documents will be in effect.
 - An exception exists for any faculty member up for an action this year (reappointment, tenure with or without promotion, and promotion only). They may elect to be reviewed under the version of University, college, and department documents in place at the end of academic year 2023-24 (a.k.a. “prior version”).
- Academic Year 2027-28 and after
 - All faculty will be reviewed under the revised University, college, and department RTP documents.
 - An exception exists for faculty who went up for retention under the prior version of the policy. When they go up for tenure, these faculty members may elect to be reviewed under the prior versions or under the revised documents.

Election of Policy

- When a tenure-track faculty member chooses to be reviewed under either the prior version or the revised version of the RTP documents, the faculty member must adhere to that decision through the full RTP review process.

***Levels of Approval**

- Department documents must be approved by the department tenure-track and tenured faculty, the college Faculty Council, the Dean, and the Provost (or designees).
- College documents must be approved by the college tenure-track and tenured faculty, the Dean, and the Provost (or designees).

cc. Dr. Karyn Scissum Gunn, Provost and Senior Vice President
Dr. Patricia Perez, Associate Vice President, Faculty Affairs
Academic Senate Executive Committee