



CALIFORNIA STATE UNIVERSITY
LONG BEACH

Faculty Affairs

STEPS IN REVIEW OF NEW COLLEGE RTP POLICY DOCUMENTS

Preamble

The CSULB Revised RTP Policy, approved by the Academic Senate and the CSULB President in 2023 (Policy Statement 23-24), establishes the guiding principles and criteria that govern the evaluation of tenure-track and tenured faculty members. The criteria, reflecting the university community's values, include the following tenets:

- 1) CSULB values diversity, equity, inclusion, and accessibility, and cultural and identity taxation has the potential to create inequities within all areas of review. College and department RTP policies should be structured and interpreted in ways that minimize these inequities.
- 2) Faculty support of student success through mentoring, advising, and other similar interactions help create a supportive and inclusive environment, and college and department RTP policies should implement mechanisms interpreted as valuing and recognizing these actions.
- 3) Faculty create and disseminate RSCA in diverse forms and college and department RTP policies should create mechanisms to recognize and reward all forms of RSCA.

The new/revised college RTP policies will be examined to ensure that they reflect these values and that they are in close alignment with the elements articulated in the revised university RTP policy.

Steps in the Approval Process of the College RTP Policy Documents

STEP 1: Submission of RTP Policy Documents by Dean (or equivalent) and Review by Faculty Affairs

- The College Dean (or Equivalent, or Designee – e.g., the Associate Dean) will work with the College Taskforce, Council, or Committee charged with developing the revised College RTP policy.
- The proposed policy should be approved by the college faculty and the College Dean, and then forwarded (via email), along with a copy of the old College RTP policy document, to Faculty Affairs (FA) AVP Patricia Pérez and Interim Assistant VP Faculty Inclusive Excellence (FIE) Malcolm Finney, as a **Microsoft Word document**.
- Major modifications in the revised document should be clearly highlighted.
- Receipt of the College-approved documents by FA is expected no later than Monday, December 2nd, 2024. Early submission to FA is strongly encouraged to ensure enough time for a thorough review, including feedback from FA and the Provost, by the end of fall 2024.

- AVP Pérez and Asst VP Finney will review the revised policy document and provide feedback to the Dean.
- The college will address feedback provided and email updated document(s) to AVPFA and Asst VP.

STEP 2: Review of RTP Policy Document by Provost

- If no further edits are recommended or suggested, FA will forward the RTP document to the Provost for review and approval.

STEP 3: Final Approval

- The Provost will review the revised RTP Policy document and provide feedback, if any, to FA, which will be forwarded to the Dean through FA. The Dean will address the Provost's feedback and email AVPFA and the Provost the updated document. If no further review is recommended or suggested, the document will be approved.

STEP 4: Approval Process

- The Dean will receive a memo acknowledging approval of the document. A copy of the approved RTP Policy document will also be sent to the Dean (or equivalent).
- A memo requiring the signatures of the Faculty Council Chair, Dean, AVPFA, and Provost will be circulated. A copy of the memo with all the required signatures will be shared with the Dean.
- Faculty Affairs will post the approved RTP Policy document with approval memo (as cover sheet) on its website.
- The expectation is that all the college documents will be approved before the start of spring 2025.



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STEPS IN REVIEW OF NEW DEPARTMENT RTP POLICY DOCUMENTS

Preamble

The CSULB Revised RTP Policy, approved by the Academic Senate and the CSULB President in 2023 (Policy Statement 23-24), establishes the guiding principles and criteria that govern the evaluation of tenure-track and tenured faculty members. The criteria, reflecting the university community's values, include the following tenets:

- 1) CSULB values diversity, equity, inclusion, and accessibility, and cultural and identity taxation has the potential to create inequities within all areas of review. College and department RTP policies should be structured and interpreted in ways that minimize these inequities.
- 2) Faculty support of student success through mentoring, advising, and other similar interactions help create a supportive and inclusive environment, and college and department RTP policies should implement mechanisms interpreted as valuing and recognizing these actions.
- 3) Faculty create and disseminate RSCA in diverse forms and college and department RTP policies should create mechanisms to recognize and reward all forms of RSCA.

The new/revised department RTP policies will be examined to ensure that they reflect these values and that they are in close alignment with the elements articulated in the revised university RTP policy.

Steps in the Approval Process of the Department RTP Policy Documents

STEP 1: Submission of Department RTP Policy Documents by Chair and Review by the Dean

- The completed and approved Department RTP Policy document, along with a copy of the old Department RTP Policy document, should be forwarded to the Dean as a **Microsoft Word document**. Major modifications in the revised document should be clearly highlighted.
- The Dean will review the revised policy document and provide feedback to the Chair.
- The department will address feedback, and the Chair will email updated document(s) to the Dean. This process is expected to be completed prior to Friday, May 2nd, 2025 (the deadline for receipt of the department documents by Faculty Affairs).

STEP 2: Submission of RTP Policy Documents by Dean and Review by Faculty Affairs

- The completed and approved Department RTP Policy document, along with a copy of the old Department RTP Policy document, should be emailed to Faculty Affairs (FA) AVP Patricia

Pérez and Interim Asst. VP Faculty Inclusive Excellence (FIE) Malcolm Finney as a **Microsoft Word document**.

- Major modifications in the revised document should be clearly highlighted.
- AVP Pérez and Asst. VP Finney will review the revised policy document and provide feedback to the Chair and Dean.
- The department will address feedback, and the Chair will email updated document(s) to the Dean, AVPFA, and Asst VP.

STEP 3: Review of RTP Policy Document by Provost

- If no further edits are recommended or suggested, FA will forward the department RTP policy document to the Provost for review and approval.

STEP 4: Final Approval

- The Provost will review the revised RTP Policy document and provide feedback, if any, to FA, which will be forwarded to the Chair and Dean. The Chair will address the Provost's feedback and email the AVPFA and the Provost the updated document. If no further review is recommended or suggested, the document will be approved.

STEP 5: Approval Process

- After final approval of the document, the Chair and Dean will receive a memo acknowledging approval of the document. A copy of the approved RTP Policy document will also be sent to the Chair and Dean.
- A DocuSign memo requiring the signatures of the Department Chair, Dean, AVPFA, and Provost will be circulated. A copy of the DocuSign memo with all the required signatures will be shared with the Chair and Dean.
- Faculty Affairs will post the approved RTP Policy document with approval memo (as cover sheet) on its website.

ADDENDUM

- Receipt of the department documents by FA, after approval by both department faculty and the college dean (or designee), is expected no later than Friday, May 2nd, 2024. Early submission to FA is strongly encouraged to ensure enough time for a thorough review (including feedback from FA and the Provost). The goal is for departments to submit a final draft of their revised RTP policy by Friday, May 23rd (the last day of the spring 2025 semester). If no further revisions are needed for documents received by this deadline, the Approval Process (STEP 5 above) will commence and is expected to be completed by Monday, June 2nd, 2025.
- If documents received by May 23rd still need further revisions, the RTP document to be used by Department RTP Committees to review faculty up for review in AY 2024-25 will default to the college document, as an approved new department RTP policy document, aligned with the new College RTP Policy document, will not be available for RTP candidates to consult in putting their dossiers together during summer 2025.
- Departments whose new RTP Policy documents are not approved by Monday, June 2nd, 2025 must have their documents finally approved by Monday, December 1st, 2025 for that document to be used to evaluate RTP candidate up for review in AY 2026-27.