

**CAL POLY HUMBOLDT**  
**University Senate**

**Resolution to Update the Language in the Faculty Handbook Regarding Early Tenure**

XX-24/25-FAC — November XX, 2024 — First Reading

**RESOLVED:** That the University Senate of Cal Poly Humboldt recommends the following changes to Appendix J be forwarded to the General Faculty for a vote of acceptance or rejection; and be it further,

**RESOLVED:** That adding details to Appendix J regarding early tenure will help to clarify the expectations for faculty and provide guidance to personnel committees; and be it further,

**RESOLVED:** That department criteria and standards documents should be reviewed and updated as necessary to align with this policy; and be it further,

**RESOLVED:** That prospective faculty shall be made aware of RTP processes, including Early Tenure by the appropriate department chair and Academic Personal Services. and be it further,

**RESOLVED:** That these changes become effective at the beginning of the 2025 fall semester.

**RATIONALE:**

*These updates to the early tenure guidance have been requested by UFPC and others on campus who have found there to be gaps in guidance in Appendix J. Furthermore, very few departments have an early tenure and promotion policy. **The goal of this updated language is to add clarity to the process of applying for early tenure and evaluating early tenure applications.** This proposed language establishes minimum expectations but allows for departments to further specify or create more rigorous expectations.*

# Early Tenure Language

## Changes to Faculty Handbook

[Text in blue is new, and replaces current wording, which is included at the end.]

[Text in yellow highlights has been added since first reading]

### Section

Appendix J

IV. RETENTION, TENURE AND PROMOTION (RTP)

### Updated Language

- F. The normal probationary period is six (6) years of full-time service (including credited service). 13.3
- 5. The President may award tenure to a faculty unit employee **for exceptional performance** before the normal (6) year probationary period (13.3, 13.19) if the following criteria are met:
  - a) Such consideration is initiated by the faculty unit employee's department or equivalent unit or by the faculty member with the knowledge of **their** department or unit.
  - b) The faculty unit employee demonstrates clear evidence that **they have** achieved, before the normal probationary period, a record of accomplishment that meets **or exceeds** the following criteria and levels of performance:
    - i. The faculty unit employee has worked a minimum of one academic year at a full teaching load typical of their department (for example, teaching 24 WTUs after teaching two years of a contractual reduced load). This policy recognizes that there could be exceptions to what is considered a normal teaching load.
      - 1. The faculty member unit employee's department chair or initiating unit personnel committee (IUPC) shall clarify what is considered a "typical full-time teaching assignment" for faculty in their department. Any permanent teaching workload reductions should be clearly stated.
    - ii. The faculty unit employee has demonstrated a minimum of "Good" in both of the performance areas of Scholarly/Creative Activities and Service

based on departmental requirements for the normal (6-year) probationary period.

- iii. The faculty unit employee's department or equivalent unit may specify more rigorous requirements for early tenure or promotion but may not exceed the requirements for "Excellent" levels of performance in any category as defined in the department or equivalent unit's RTP criteria and standards.
- c) The length and breadth of the faculty unit employee's service are sufficient to provide a high expectation that the prior patterns of achievement and contribution will continue.

...

## Current Language

- F. The normal probationary period is six (6) years of full-time service (including credited service). 13.3
- 5. The President may award tenure to a faculty unit employee before the normal (6) year probationary period (13.3, 13.19) if the following criteria are met:
  - a) Such consideration is initiated by the faculty unit employee's department or equivalent unit or by the faculty member with the knowledge of his/her department or unit.
  - b) The faculty unit employee demonstrates clear evidence that s/he has achieved, before the normal probationary period, a record of accomplishment that meets the standards and level of performance for tenure indicated in this appendix.
  - c) The length and breadth of the faculty unit employee's service are sufficient to provide a high expectation that the prior patterns of achievement and contribution will continue.
- I. Provisions relating specifically to promotion.
  - 2. A probationary faculty unit employee shall normally be considered for promotion at the same time s/he is considered for tenure. 14.2 In cases where a probationary faculty unit employee is being considered for promotion and tenure prior to him/her having fulfilled the time in service requirements for such consideration, the same criteria shall apply for promotion as those identified relative to tenure under IV.F.5. a-c) above.
  - 3. A tenured faculty unit employee may be promoted to Professor, Librarian equivalent, or SSP-AR Level III, prior to having satisfied the service requirements of provision 14.3 of the CBA. 14.4 In such cases, the following criteria must be met:
    - a) Such consideration is initiated by the faculty unit employee's department or equivalent unit or by the faculty member with the knowledge of his/her department or unit.

- b) The faculty unit employee demonstrates clear evidence that s/he has achieved, before the time in service requirements for promotion, a record of accomplishment that meets the standards and level of performance for rank indicated in this appendix.
- c) The length and breadth of the faculty unit employee's service are sufficient to provide a high expectation that the prior patterns of achievement and contribution will continue.

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