

42 articulated in §4.4.5 and will remain in place. PS ensures that there will continue to be a process
43 to create guidelines for academic units required to have them as well as for departments that are
44 not well-represented by University RTP policy in one or more of the Categories of Achievement
45 (Academic Assignment, Service, and/or Scholarly/Artistic/Professional Achievement). To
46 ~~implement reforms, including the development of~~ develop a streamlined submission and review
47 process and to complete its work on Guidelines already awaiting review, PS requests a
48 temporary moratorium on the submission of Department RTP Guidelines.

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50 Resolved:

51 1) A temporary moratorium on the submission of Department RTP Guidelines for review and
52 approval will be effective [August 17, 2025, through January 26, 2026, for a one-semester
53 moratorium following approval of this policy recommendation].

54 2) Faculty Services will establish the following timelines for all currently approved
55 Department RTP guidelines for Departments ~~that are not required to have them~~:

56 a. All Guidelines currently approved or approved during 2024-25 ~~for Departments not~~
57 ~~required to have them~~ will expire on the normal timeline outlined in § 4.4.3. by the end of
58 ~~the 2029-30 academic year. This will allow any faculty who may have been recruited~~
59 ~~while guidelines were in place to use them throughout their probationary period.~~
60 ~~Departments may re-apply for pre-authorization to create new Guidelines per this policy~~
61 ~~after that date.~~

62 b. Any Departments working on new or revised Guidelines that have not yet been
63 submitted for review will have to complete the process before the moratorium begins or
64 ~~be subject to use~~ the procedures in this proposed amendment after the moratorium ends
65 ~~begin the process after January 26, 2026. PS encourages departments to wait until after~~
66 the moratorium and the establishment of a supportive process unless their need is urgent.

67 3) Amend section 4.0 to clarify the purpose and content of Guidelines and to develop a more
68 efficient process for the creation and review of Department RTP Guidelines for specific
69 departments required to have them and for departments that may want to develop them justify
70 ~~their need for and to seek pre-authorization to.~~

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72 relating to Department RTP Guidelines.

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74 Approved: February 18, 2025

75 Vote: 9-0-0

76 Present: Magdalena Barrera, Caroline Chen, Dawn Hackman, Gilles

77 Muller, Chima Nwokolo, Sarika Pruthi, Priya Raman, Shannon Rose Riley
78 (Chair), Gigi Smith

79 Absent: Farzan Kazemifar

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81 Financial Impact: None anticipated

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Workload Impact: Overall, we anticipate a reduction in workload at multiple levels involved in the creation and approval of guidelines. There will be some increase in workload for Professional Standards in the semester of the moratorium as it prepares a new process for consultation and preparation of Guidelines.

4. Department Guidelines for Achievement

4.1. Purpose of Guidelines

The purpose of guidelines is to assist committees and administrators outside the department in understanding the standards appropriate to the applicant's profession and to ensure fair and equitable application of these standards to the broader procedures, standards, and criteria of University policies. They are not a roadmap for tenure-line faculty nor do they replace a well-crafted narrative statement and supporting evidence in the dossier.

4.1.1. Non-teaching units (Counseling and Psychological Services and the University Library) are required to develop Department RTP guidelines in order to assist committees and administrators outside the unit in their evaluations.

4.1.2. ~~All Other Departments not well-represented by University RTP policy in one or more of the Categories of Achievement (Academic Assignment, Service, and/or Scholarly/Artistic/Professional Achievement) must seek pre-authorization from the Professional Standards Committee and the Office of the Provost to develop Department RTP Guidelines for Scholarly/Artistic/Professional Achievement, Academic Assignment, and/or Service that relate University policy on Criteria and Standards to the professional standards and breadth of activities of particular disciplines. See may develop Guidelines in order to assist committees and administrators outside the department in their evaluations. see 4.3, below for additional information on pre-authorization and approval.~~

4.2. Content of Guidelines

Guidelines have required elements and may include additional relevant information, as indicated below.

4.2.1. ~~If authorized,~~ Department RTP Guidelines may be created for one or more of the Categories of Achievement (Scholarly/Artistic/Professional Achievement; Academic Assignment; or Service) in order to describe work that is relevant to the Department and not accounted for in University policy.

4.2.2. Department RTP Guidelines must offer at least two inclusive hypothetical sample faculty profiles for each level of achievement (unsatisfactory, baseline, good, or excellent per S15-8 §3.3 Criteria to be Used when

162 Guidelines. PS will ~~develop~~ provide a ~~system~~ process to help both
163 Departments ~~not required to have Guidelines and the Committee~~
164 determine whether guidelines may be necessary ~~or desirable~~ and how to
165 proceed ~~with the development, submission, and approval process.~~
166 Departments required to have Guidelines will also receive support through
167 a consultation process designed to minimize labor in the creation or
168 updating of Guidelines.

169 4.3.2. After the consultation phase with PS, Departments must develop
170 guidelines that closely follow the criteria laid out in section 4.2, Content of
171 Guidelines, as well as any advice provided by Professional Standards ~~or~~
172 the Provost.

173 4.3.3. The proposed Guidelines must be approved by a vote of department
174 probationary and tenured faculty, using secret ballots. The vote tally and
175 date shall be reported at the top of the Guidelines document at the time of
176 submission to Professional Standards. Guidelines without this information
177 will be returned to the Department for correction.

4.3.4. Acceptable Guidelines

4.4.4.