

**SAN JOSE STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSE, CA 95192**

**S15-6, University Policy, Appointment of Regular Faculty
Employees**

Legislative History:

Amends S98-8

At its meeting of April 27, 2015, the Academic Senate approved the following policy recommendation presented by Senator Peter for the Professional Standards Committee. This policy replaces only Section IV of University Policy S98-8, the Appointment, Retention, Tenure, and Promotion Criteria, Standards and Procedures for Regular Faculty Employees. This policy was approved by President Mohammad Qayoumi on June 18, 2015 and was effective for the Fall 2015 semester.

AJ Amendment B to University Policy S15-6 was approved by the Academic Senate on November 21, 2016 and was signed by President Mary A. Papazian on November 30, 2016. Amendment B clarifies the composition of faculty recruitment committees.

Amendment C to University Policy S15-6 was approved by the Academic Senate on December 7, 2020 and was signed by President Mary A. Papazian on January 14, 2021. Amendment C removed language that excluded the College of International and Extended Studies.

Amendment D to University Policy S15-6 was approved by the Academic Senate on February 8, 2021 and was signed by President Mary A. Papazian on March 10, 2021. Amendment D provides for joint RTP committees for joint appointments.

Amendments A, B, C and D are incorporated in

University Policy Appointment of Regular Faculty Employees (Includes Amendments A, B, C and D)

- Resolved: That Section IV "Initial Appointment" of S98-8 be deleted; be it further
- Resolved: That the following policy be adopted to govern the appointment of regular faculty effective for Fall 2015 Semester.
- Rationale: Many faculty are unaware that the S98-8 includes the policy for appointing new faculty-- since it is not immediately obvious that appointment procedures would be buried in a document more commonly used for RTP purposes.

As part of the Professional Standards committee's efforts to modernize all parts of our University's largest and most complicated policy, we have separated the appointments portion for easier and more convenient use. This will also have the advantage of shortening the RTP policy and making it more focused on the issues to which it is more commonly applied.

The draft of this appointment policy was previously circulated for a 1st Reading to the Senate as part of the larger ARTP policy on April 6.

- Approved: (April 13, 2015)
Vote: (8-0-0)
Present: (Peter, Green, Lee, Mathur, Fatoohi, Riley, White, Dresser)
Absent: (Fujimoto, Romero)
Financial Impact: No known additional impacts.
Workload Impact: No known additional impacts, unless the greater availability of the policy prevents errors in searches.

APPOINTMENT OF REGULAR FACULTY EMPLOYEES

- 1.0 Purpose: The present document is the policy of San José State University concerning the appointment of all regular or tenure-track Unit 3 faculty in the university. This includes Professors, Librarians, and Counselors. No person shall be offered a probationary or advanced appointment unless the appointment has been recommended by an appropriate faculty committee, generally the department's elected recruitment committee.

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- 2.3 Standards for award of probationary credit. Probationary credit of up to two years may be awarded by the President at the time of appointment.
 - 2.3.1 Probationary credit will be awarded only upon the recommendation of the department and the dean.
 - 2.3.2 Probationary credit should only be granted in consideration for a candidate's previous service and achievement in teaching and in scholarly/artistic/professional activities at a post-secondary education institution, previous CSU employment, or comparable experience.
 - 2.3.3 Faculty Affairs shall instruct Deans, Chairs, and search committees on the appropriate way to discuss the probationary period with candidates, including hazards and benefits of probationary credit and the relevant timelines for tenure and promotion.
 - 2.3.4 The probationary period cannot commence until the receipt of the terminal degree.
- 2.4 Standards for appointment at the rank of Associate, or at the rank of Professor, or appointment with tenure.
 - 2.4.1 Appointments at advanced rank or to a tenured position require that candidates show evidence of accomplishments normally expected for the level of the appointment. Recruitment committees shall require applicants to submit portfolios that go beyond a simple vita and cover accomplishments in all three categories of achievement.
 - 2.4.2 In addition to the normal appointment requirements, appointment at advanced rank or with tenure requires that the Department Retention, Tenure, and Promotion (RTP) committee review the candidate's materials and approve the level or tenure of the appointment.
 - 2.4.3 Faculty appointed at the rank of Professor must also be appointed with tenure.

3.0 Procedures for Initial Appointment

- 3.1 All recruitment shall be carried out in accordance with the university's current policies on diversity and equal opportunity (S01-13 Commitment to a Campus Climate that Values Diversity and Equal Opportunity or its successor policy.)

3.2 Composition of department recruitment committees

3.2.1 Recruitment committees shall be elected by vote of the tenured and probationary faculty of the department by secret ballot.

3.2.2 The size of the recruitment committee shall be determined by the department, and should preferably contain a minimum of five members but never fewer than three members. Departments may elect members to a recruitment committee from a related discipline outside their department whose willingness should first be ascertained. Such an election is required if needed to achieve a minimum of three committee members, but may also be used to broaden the expertise or diversity of the committee. The department which will be home to the prospective position must always supply the majority of the members of any recruitment committee, unless it lacks at least two faculty of appropriate rank to serve.

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