

SAN JOSÉ STATE  
UNIVERSITY  
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Amendment N to S15 -7, University Policy,  
Retention, Tenure and Promotion for Regular  
Faculty Employees: Procedures

Legislative History:

On February 24, 2025, the Academic Senate approved Amendment N to University Policy S15-7, Retention, Tenure and Promotion for Regular Faculty Employees: Procedures, presented by Senator Riley for the Professional Standards Committee.

Action by University President:

Date:           D 0E Z 0U 111ñ          

Signed and approved by:           Cynthia Teniente -Matson            
Cynthia Teniente -Matson, President,  
San José State University

University Policy

Amendment N to University Policy, S15 -7 Retention, Tenure  
and Promotion for Regular Faculty Employees: Procedures

Rationale:

Amendments A through J to S-85 Retention, Tenure, and Promotion for Regular Faculty Employees: Criteria and Standards added language on the scholarship of engagement, the scholarship of teaching, activities that enhance inclusion, educational equity, and achievement, and so on. University RTP policy thus encompasses a broader range of work being done across campus and greatly less the need for Department RTP Guidelines.

There has been uneven implementation of Department RTP Guidelines across campus. Initially, one college required its departments to create them; otherwise, only a handful of departments have found Guidelines useful. Of the roughly 66 departments/schools on campus, 18 have Department RTP Guidelines; only two of those are required to have them (Counseling and Psychological Services and the University Library). Professional Standards has also observed that many approved Department RTP Guidelines have expired and not been revised in relation to recent Amendments to S-15, possibly indicating no continued need for Guidelines.

Moreover, most of the Department RTP Guidelines that PS currently reviews tend to repeat University policy and do not follow the requirements laid out in Section 4 of this policy. PS has discussed the tremendous amount of labor invested in developing Guidelines that often are returned to the Departments for revision, requiring additional time-consuming process. Frequently, the Guidelines are never resubmitted to PS for subsequent review, so there is no substantive outcome for all of the labor. Unproductive faculty labor is of concern and PS believes it lowers faculty morale. PS is also aware of unintended stress that the creation of Guidelines causes, particularly among probationary faculty who have the sense that only perfect and fully inclusive Department Guidelines will protect them during the RTP process. Finally, PS is concerned that from an equity perspective, Guidelines may create additional barriers and constitute a form of gatekeeping for faculty who are marginalized in their fields or the academy.

After significant consultation and deliberation, Professional Standards strongly urges Departments to phase out any current Guidelines per the timelines already established in §4.4.3. As a reminder, allowances for the continuity of Guidelines across a faculty member's period of review are articulated in §4.4.5 and will remain in place. PS ensures that there will continue to be a process to create guidelines for academic units required to have them as well as for departments that are not well represented by University RTP policy in one or more of the Categories of Achievement (Academic Achievement, Service, and/or Scholarly/Artistic/Professional Achievement). To develop a streamlined submission and review process and to complete its work on Guidelines already awaiting review, PS requests a temporary moratorium on the submission of Department RTP Guidelines.

Resolved:

- 1) A temporary moratorium on the submission of Department RTP Guidelines for review and approval will be effective August 17, 2025, through January 26, 2026, for one semester moratorium following approval of this policy recommendation.
- 2) Faculty Services will establish the following timelines for all currently approved Department RTP guidelines for Departments:
  - a. All Guidelines currently approved or approved during 2024 will expire on the normal timeline outlined in § 4.4.3.

b. Any Departments working on new or revised Guidelines that have not yet been submitted for review will have to complete the process before the moratorium begins or use the procedures in this proposed amendment after the moratorium ends. It asks departments to wait until after the moratorium and the establishment of a supportive process unless their need is urgent.

3) Amend section 4.0 to clarify the purpose and content of Guidelines and to develop a more efficient process for the creation and review of Department RTP Guidelines for specific departments required to have them and for departments that may want to develop them.

4) Amend section 5.2.2 to update changes to the Chair's Description of Assignment relating to Department RTP Guidelines.

Approved: February 18, 2025

Vote: 9-0-0

Present: Magdalena Barrera, Caroline Chen, Dawn Hackman, Gilles Muller, Chima Nwokolo, Sarika Pruthi, Priya Raman, Shannon Rose Riley (Chair), Gigi Smith

Absent: Farzan Kazemifar

Financial Impact: None anticipated

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 faculty nor do they replace a well-drafted 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 for the category of "Academic Assignment" in order to assist committees and administrators outside the unit in their evaluations.

4.1.2. Departments not well





- 4.4.1. All approved Department RTP Guidelines shall be posted on the Faculty Services website (or equivalent) and shall display the date they were last approved.
- 4.4.2. Once approved and published, Department RTP Guidelines must be applied when judging the level of achievement of all candidates to which they apply, bearing in mind the limits of such guidelines.
- 4.4.3. Approved Guidelines must be kept current. The Department shall submit them to Professional Standards review every five years; Guidelines shall display the date they were last approved as well as the new vote results at the top of the document. Guidelines without this information will be returned to the Department for correction.
- 4.4.4. Guidelines that display date more than five years old calculated from the time of the submission of the dossier shall be considered invalid, except as provided for in § 4.4.5, Continuity of Guidelines throughout the Review Period.
- 4.4.5. Continuity of Guidelines throughout the Review Period. Normally, any valid (current) guidelines must be included in each candidate's dossier. If, however, guidelines have changed during the candidate's period of review, the candidate shall have the right to choose to include either the old or the new guidelines. Similarly, if guidelines that were valid during a part of the candidate's period of review are no longer valid and have not been replaced, the candidate may choose between including the old guidelines or including no guidelines. Only one set of guidelines may appear in the dossier, and reviewers are restricted to considering only included guidelines.

use and the Chair must ensure that a copy is included in the dossier. In cases where a Department has more than one set of ~~rules~~ ~~rules~~ (per §4.2.7., above), the Chair's Description of Academic Assignment must specify which set of guidelines applies to the particular faculty member. The faculty member may attach a response to the Chair's Description of Academic Assignment before the closing date; any such response shall also be included in the dossier. During the period that the dossier is open, it is the responsibility of the Chair to ensure that the evidence necessary for a full and fair evaluation is contained in the dossier.