

SAN JOSÉ STATE UNIVERSITY  
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Amendment H to University Policy S15- 7, Retention, Tenure and Promotion for Regular Faculty Employees: RTP Procedures— Criteria for Late Add Materials

Amends: S15- 7

Legislative History:

At its meeting of March 25, 2019, the Academic Senate approved the following policy recommendation presented by Senator Peter for the Professional Standards Committee. Cases have arisen recently where it has been unclear whether late-add materials should be allowed in the RTP process. University Policy S15-7 is silent on what should be allowed. This amendment provides clarification.

Approved and signed by  
President Mary A. Papazian on  
August 19, 2019

UNIVERSITY POLICY  
Amendment H to S15-7, Retention, Tenure and Promotion for  
Regular Faculty Employees: RTP Procedures —Criteria for Late  
Add Materials

Resolved: That S15-7 be amended as shown in the strikeout and underline

Rationale: Faculty undergoing the Retention, Promotion, and Tenure process that warrant consideration after the mid October deadline. If the candidate is showing

increasing effectiveness from year to year, the best accomplishments might in fact be expected to peak during the last year. Without a late addition opportunity, the long, drawn out RTP process would cut some of these achievements off from consideration.

The problem with late add materials is that they are inserted after the college and department level reviews have taken place, and so their addition requires both the college and departments to re-examine the dossier and re-vote. If late additions were routine, it would create chaos with the review process.

Cases have arisen recently, however, in which it has been unclear whether late-add materials should be allowed. Should, for example, Fall SOTEs be allowed to be inserted late? If this routinely happened, then all department and college deliberations would have to be repeated. But what if a candidate is in danger of termination due to poor teaching, and those fall SOTEs show marked improvement? Then not considering them would be missing highly relevant information with very great consequences.

The current policy is utterly silent on what should be allowed. The amendments provide a mechanism for clarifying this important question.

Approved: March 18, 2019

Vote: 10-0-0

Present: He, McKee, Chin, Cargill, Peter, Monday, Kumar, Mahendra, Raman, Kemnitz

Absent: Rodriguez

Financial Impact: No direct impacts

Workload Impact: No direct impacts

University Policy Amendment H  
to S15-7 "RTP Procedures"  
Criteria for "Late Add" materials

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- 5.4.3 Late Add Materials. The Provost, or designee, in consultation with the Professional Standards Committee, shall issue guidelines for determining which materials may be inserted ~~Insertion of material~~ after the dossier has ~~been~~ officially closed (see "Deadlines.") Late materials ~~must~~ have the approval of oe a