

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

Legislative History:

At its meeting of March 20, 2023, the Academic Senate approved Amendment K to University Policy S15-7 presented by Senator French for the Professional Standards Committee. This is the second of two policy proposals intended to add information about administrative recusal of RTP committee members to university policies S15-7 and S15-8.

ACTION BY UNIVERSITY PRESIDENT:

Signed and approved by
President Cynthia Teniente -
Matson, San José State
University on April 25, 2023.

Rationale: S15-8 includes a recommendation on self-recusal in the case of bias (or appearance of bias), but the availability of administrative recusal is not described in policy (nor widely known among faculty). This proposal would amend S15-7 to indicate the existence of a procedure for administrative recusal of RTP committee members.

Resolved That section 3.0 of S15-7 (Retention, Tenure and Promotion for Regular Faculty Employees: Procedures) be modified as follows:

3.0 Procedures for Retention, Tenure, and Promotion

3.1 Procedures and principles for all personnel committees

3.1.1 T5.sonat

Associate Vice President for Faculty Affairs shall arrange for appropriate training in the application of this policy.

- 3.1.2 Charge. Prior to deliberations, all members of a personnel committee shall sign a statement prepared by the Office of Faculty Affairs indicating that they have been trained appropriately, that they have read and understood the relevant policies, and that they will apply the policies fairly and accurately to the best of their ability. The statement shall also include their agreement to keep confidential all content of committee deliberations. The charge will be delivered by the Senior Director, Faculty Affairs, or the Dean, or the Chair, corresponding to the level of the committee. Committee members may not view dossiers or deliberate until after having signed the agreement.
- 3.1.3 Election of RTP members
- 3.1.3.1 At all levels, faculty shall be elected to serve on RTP committees by secret ballot.
- 3.1.3.2 Faculty elected to serve on RTP committees should consider that their participation affects the careers of colleagues as well as the well-being of students and the health of the University more generally. This service shall be their highest professional priority.
- 3.1.3.3 Candidates should verify their ability to serve during the scheduled meeting times. If necessary and feasible, Deans and Chairs should adjust members' teaching schedules to accommodate their ability to attend the scheduled meetings. If an elected member has unresolvable conflict with the meeting schedule, that member should promptly notify the Dean and Chair who should arrange to replace the member via a special election prior to the beginning of committee deliberations.
- 3.1.3.4 No one may serve during the same review cycle on more than one level of committee; membership on the University committee, a college committee, or a department committee precludes membership on the other two.
- 3.1.3.5 All departments with four or more active Professors are expected to provide members/nominees to higher level committees. Departments with three or fewer active Professors may provide members/nominees to higher level committees by supplementing their department level committee with external faculty (if needed) as per 3.2.7. A department with insufficient faculty to provide a representative to a College level committee may elect a representative from outside its department in a related discipline, or it may elect another department's elected representative as a designee to explain the department's criteria and context to the College committee.

3.1.3.6

3.1.6

Approved: February 13, 2023
Vote: 10-0-0
Present: Barrera, French, Gómez, Kazemifar, Maldonado, Monday, Pruthi,
Riley, Smith, Wang
Absent: None
Financial Impact: None
Workload Impact: A small amount of work by UP/FS and PS to develop the procedure
described here.