

- 4.56 When considering a recommendation on promotion different from a college committee's, the Panel may proceed only after submitting to that committee in writing including the candidate's name, the tentative recommendation by the Panel, and the area of concern if the tentative recommendation by the Panel is negative. The Panel should offer to meet with the college committee before making a final recommendation.
- 4.57 When the response/rebuttal date to the Panel has passed, the letters of recommendation, along with the response/rebuttal and forms from the candidate, shall be added to the PDS before the WPAF is forwarded to the President or designee for the final decision. The WPAF shall be forwarded in a timely manner to the next level of review. Evaluation time lines shall not be extended to accommodate the rebuttal process.
- 4.58 After the recommendation from the Panel is received, if the President's or designee's examination of the case leads to a preliminary decision different from the Panel's, the President or designee shall meet with the Panel to provide an opportunity for the Panel to inform the President or designee more fully of the evidence and considerations upon which its recommendation was based and to hear the President's or designee's response.

5.0 Notification

- 5.1 Each faculty employee not promoted by the President or designee shall be informed by the President or designee of his or her reasons for non-recommendation.
- 5.2 The President or designee shall send the final decision to faculty employees according to the published timeline. Official notification to a probationary faculty employee of a terminal year appointment shall indicate that the faculty employee has no further appointment rights. Terminal year appointments shall be limited to probationary faculty who have served a minimum of three (3) years of probation. If tenure is awarded, it is effective at the beginning of the academic year succeeding the year in which tenure is awarded. The decision of the President or designee is final.
- 5.3 Probationary academic employees shall be notified in writing concerning decisions on reappointment, tenure, or termination according to the following schedule:
 - 5.31 No later than February 15 of the first and second full-time probationary year if the employee is to be (a) terminated at the end of that academic year or (b) reappointed to an additional probationary year. If the reappointment is for an additional probationary year and the probationary academic employee requests or is recommended for tenure, the tenure decision for this employee shall be made at the same time as the tenure decisions for third or subsequent year probationary academic employees.
 - 5.32 No later than June 1 of the third year or subsequent full-time probationary year if the employee is to be (a) reappointed to a terminal year, (b) reappointed to an additional probationary year, or (c) reappointed with tenure.
 - 5.33 After all recommendations are complete and the President or designee has arrived at a decision, the President or designee shall inform in writing no later than June 1 the eligible faculty employees selected for promotion. The President or designee also shall inform in writing no later than June 1 the candidates not selected for promotion.
- 5.4 Failure to notify a probationary faculty employee by the notice date shall not constitute automatic reappointment or tenure. Both reappointment and tenure shall come only from notification from the President of the university or designee. The employee who does not receive notification of the decision by the notice date shall request a decision from the President or designee.

Reappointment, Tenure, and Promotion of Librarians: Criteria

- 1.0 The University Library at San Diego State University shall be the main intellectual resource that supports the university's teaching, research, and service. Library faculty shall be committed to excellence in library service. Professional research, scholarship, and creative activity that complement and strengthen library service shall be valued highly by the library faculty. Contribution to the mission of the University Library through active participation in service for San Diego State University shall be considered integral to the duties of library faculty.

- 2.0 In order to provide access to information for all clientele, librarians shall be sensitive and responsive to the university's diversity in culture, language, and ethnicity through their library service, scholarship, and research. Probationary and tenured librarians shall be evaluated (a) in achievements and contributions in library service, (b) in research, scholarship, and creative activities, and (c) in service activities for the university. In presenting one's work to peer review committees, each candidate shall write a narrative summarizing, and when appropriate, integrating, work in all three areas.
- 2.1 Effectiveness of Librarianship: The primary qualification for reappointment, tenure, or promotion for library faculty shall be excellence in library service. Effectiveness of librarianship shall be measured by the expertise demonstrated in assigned areas of responsibility, including but not limited to the following: reference service or cataloging skills; knowledge of a subject and its bibliographical resources; library instructional abilities; knowledge and skill in utilizing automation or electronic media in libraries; effective managerial skills; insight and sensitivity to diverse student populations; intellectual integrity; critical thinking; and integration of professional growth. Effectiveness of librarianship shall be evaluated by peer observation supplemented by student evaluations or other forms of review, and evidence of effectiveness may include honors and distinctions received for excellence in librarianship, contributions to the campus instructional program, research assistance, and support of a diverse student population.
- 2.2 Professional Growth: Continuous growth in librarianship, professional research, scholarship, or creative activity that complements and strengthens one's ability to carry out library service shall be essential to the effectiveness of library faculty employees, to their own professional stature, and the stature of the university. Evidence of this growth shall include publications of merit; presentation of professional papers; awards, grants, and honors received; active participation in professional organizations; participation in workshops and on panels; library applications research; creative activities that substantially improve or expand library service; and pertinent travel and study. Evidence of externally reviewed professional growth activities shall be required for promotion and tenure, for example: publication by professional societies or in other refereed sources, extramurally evaluated grants or awards, juried performances or exhibitions, reviews of works compiled or written by the candidate, recognition by professional societies through offices, awards, and invited presentations, and design and implementation of innovative services.
- 2.3 Service to the University and the Community: Every library faculty employee shall assume responsibility for participating in activities that apply the employee's expertise to the benefit of the university and community, for example: student outreach and retention; department, library, and university committees; student mentoring, offices in university-associated or relevant community organizations, and library related lectures and seminars for community groups. When a candidate distinguishes himself or herself in performing such duties to the significant benefit of the university and when this performance is appropriately documented over a significant length of time, such service for the university shall have more than the usual bearing on reappointment, tenure, and promotion decisions. However, the primary criterion shall be effectiveness of librarianship, and professional growth shall be an important consideration.
- 3.0 There shall be three tenure-track librarian ranks: Senior Assistant Librarian, Associate Librarian, and Librarian. A probationary library faculty member shall not be promoted beyond the rank of Associate Librarian. Standards for promotion shall be higher at each higher rank. Librarians being considered for promotion shall not serve on promotion or tenure committees. For promotion considerations, committee members shall have a higher rank or classification than those being considered.
- 4.0 Candidates may list all achievements in a curriculum vitae. Candidates shall present in their Personnel Data Summary (PDS) a limited listing and discussion of no more than five of their important achievements in each of the three categories and should support the achievements by documentation.
- 5.0 The entire professional record of the candidate shall be considered.
- 6.0 The University Library shall adhere as closely as possible to the format for reappointment, tenure, and promotion materials that shall be distributed before the beginning of the academic year by the Associate Vice President for Academic Affairs / Faculty Advancement. Peer review committees and faculty may

annually forward requests for revision of the PDS format to the Associate Vice President for Academic Affairs / Faculty Advancement or to the Committee on Faculty Affairs.

- 7.0 The supporting documentation considered by the Library peer review committee shall include (a) peer evaluations, (b) available student evaluations, (c) one copy of all tangible evidence of professional growth specified in the PDS, and (d) previous letters of review by committees and administrators.
- 8.0 At the conclusion of the reappointment, tenure, and promotion process, the supporting materials shall be returned to the candidate. A copy of the PDS shall be placed in the official personnel file.

Reappointment, Tenure and Promotion of Student Affairs Faculty: Criteria

- 1.0 The primary mission of Counseling and Psychological Services (CPS) is to provide services to students and the university community that support and enhance the education of the whole person and nurture a healthy and productive learner-centered environment. Student Health Services (SHS) is an on-campus ambulatory medical and health promotion facility designed to provide the students with medical and preventive health care supportive of the educational mission of San Diego State University.
- 2.0 The SDSU learning community is extremely diverse. In order to work effectively on campus, CPS and SHS faculty must have demonstrable respect for diversity and an ability to work effectively from a cross cultural perspective with people from a wide range of backgrounds and value systems. Probationary and tenured counseling faculty shall be evaluated in a) counseling effectiveness (CPS) or programming effectiveness (SHS) b) professional growth, and c) service to the university and community.

- 2.1 The primary qualification for reappointment, tenure, or promotion is excellence in counseling/programming. Evidence of counseling effectiveness (CPS) or programming effectiveness (SHS) may include knowledge and skill with a broad range of psychotherapeutic theories and interventions; integration of professional growth into the psychological or other services provided to students and the university community; knowledge and competence to work effectively with students from multicultural backgrounds; the ability to make discerning judgments regarding the full range of complex legal and ethical issues that relate to counseling/clinical work

Counseling effectiveness (CPS) or programming effectiveness (SHS) may be evaluated by various methods such as peer reviews, case presentations, case consultations, chart review, student evaluations of counseling, intern evaluations of supervision and training, program evaluation, and publications or presentations.

- 2.2 Professional Growth: Evidence of growth in counseling skills, professional research, and scholarship that complements and strengthens one's ability to provide competent professional service is essential to the effectiveness of all Student Affairs Faculty members, to their own professional stature, and the stature of the University.

The forms of scholarship expected from Student Affairs Faculty could best be described as the scholarship of integration and the scholarship of application. More specifically, this is assimilating the knowledge acquired by study of a particular topic and translating said knowledge base to applied clinical or program settings. The scholarship of discovery in the form of refereed articles would not be expected to predominate amongst criteria to demonstrate Student Affairs Faculty professional growth.

Evidence of professional growth includes activities which substantially improve or expand counselors knowledge and counseling skills in providing psychological services to students and the university community and may include: attendance and/or scholarly presentations at professional training institutes and workshops; developing curriculum for trainees, interns and/or peer educators; presentation of professional projects; publications of merit; awards and honors; grants and contracts; participation in workshops and panels; and active participation in professional organizations. It is expected that Student Affairs Faculty demonstrate that they have knowledge of current treatments and techniques.

- 2.3 Service to the University and Community: Every counseling faculty member shall assume responsibility for participating in activities that apply their expertise for the benefit of the