



Summary Guide for Program Review Committee (PRC) Members

All PRC members should thoroughly read the locally-negotiated agreements: [Faculty Evaluation Policy \(2016\)](#) which outlines standards of excellence for faculty performance, and the [Faculty Evaluation Procedures \(MOA 2015\)](#) which outlines procedures for evaluating faculty performance and promotion. Please also read [COVID-19 Protections for Faculty and Librarians \(2020\)](#) that provides relief in evaluation procedures for pre-tenure candidates whose progress may have been affected by the pandemic.

This document will contain the following sections (Click on the link to bring you to the desired section. To return to this page, click on the **Home** link at the end of each section):

- 1) [Composition of the PRC](#)
- 2) [Faculty Plan](#)
- 3) [Evaluators of Candidates](#)
- 4) [Operations and Responsibilities of the PRC](#)
- 5) [First-Year Faculty Procedures](#)
- 6) [Second-Year Faculty Procedures](#)
- 7) [Third-Year Faculty Procedures](#)
- 8) [Fourth-Year Faculty Procedures](#)
- 9) [Fifth-Year Faculty Procedures](#)
- 10) [Sixth-Year Reconsideration Procedures](#)
- 11) [Part-Time Faculty Procedures](#)
- 12) [XIII-D Visiting Faculty Procedures](#)
- 13) [XIII-O Visiting Faculty Procedures](#)
- 14) [XIII-D/O Visiting Faculty Procedures Who Subsequently Become Tenure Track Faculty](#)
- 15) [Non-Tenure Track Teaching Positions \(NTTP\) Procedures](#)
- 16) [Tenure Track Instructor Procedures](#)
- 17) [Promotion of Tenured and Part-Time Faculty Procedures](#)
- 18) [Faculty Seeking Range Adjustment Procedures](#)
- 19) [Personnel Actions Calendar](#)



STOCKTON | CENTER FOR TEACHING
UNIVERSITY & LEARNING DESIGN

COMPOSITION OF PRC: (For more detail, refer to Faculty Evaluation Procedures MOA, pg. 17)

Faculty Tenure and Promotion consideration at the program level is by the Program Review Committees (PRC). A PRC consists of all tenured members of the faculty member's program. In programs with 10 or more tenured faculty members, the PRC will consist of no fewer than 7 tenured faculty elected for a term of two years by secret ballot and a simple majority. A PRC should have no fewer than three (3) tenured faculty members. If fewer than three tenured faculty members are eligible and able to serve, the Dean in consultation with the Program Coordinator may select up to three (3) tenured faculty members from related disciplines to serve on a PRC that consists of three (3) tenured faculty members. ([Home](#))

FACULTY PLAN (For more detail, refer to Faculty Evaluation Procedures MOA, pg. 28-30)

All pre-tenured faculty members must have a finalized Faculty Plan by the first semester of their second year. **The faculty plan is not a contract.** It is a plan set forth in consultation with the PRC and Dean that details expectations for the candidate in teaching, scholarship or creative activity, and service. There may be cases in which a faculty plan needs to be revised. This will be done with the help of the PRC and Dean. **The PRC shall not base reappointment or tenure decisions solely on the Faculty Plan, as it is not a formal contractual obligation of services.** ([Home](#))

EVALUATORS OF CANDIDATES (Faculty Evaluation Procedures MOA, pg. 16-17)

Reviewers shall hold confidential all matters pertaining to the faculty review process, the names of the presenters of files, the materials contained in the files, the nature of the discussion, and the numbers of the positive and/or negative votes. Reviewers will be given access to the results of each of the subsequent levels of review at the conclusion of the cycle and are expected to keep such information confidential.

Access to Files/IDEA: The University has an electronic system for file submission. Schools will grant members of the PRC access to Program Evaluation Files and IDEA scores. ([Home](#))

OPERATION AND RESPONSIBILITIES OF THE PRC (Faculty Evaluation Procedures MOA, pg. 17-19)

- 1) The Program Coordinator or Director typically serves as the PRC Chair unless another delegate has been designated by the Program. S/he will present or opt to select PRC members to present each candidate's file for review.
- 2) PRC members are expected to participate in the discussions of candidate files and be physically present to cast votes. PRC meetings may be held at any Stockton official campus or instructional site. PRC Chairs shall record all results of votes and supervise construction of all evaluation letters, including physical signatures by all members present at each vote. If a PRC member is on sabbatical or at a professional conference and wishes to participate in the PRC meeting(s), s/he must make

2

DISCLAIMER: This document provides a summary of information contained within the locally-negotiated [Memorandum of Agreement \(MOA\)](#) [Faculty Evaluation Procedures \(2015\)](#) and [Faculty Evaluation Policy \(2016\)](#). As such, it serves only as a resource from the Center for Teaching & Learning Design, and all faculty members have full responsibility for thoroughly reading and understanding the official terms.



arrangements ahead of time with the Dean and the PRC Chair so that the files can be reviewed, and the PRC member can participate synchronously via electronic communications.

- 3) The evaluation of colleagues is one of the most important aspects of faculty responsibility, in part because scholars in a particular field or activity have the chief competence for judging the work of their colleagues. Implicit in that is the responsibility for both adverse and favorable judgments. For this reason, all members of the PRC are expected to participate in the thorough reading of materials, to attend and actively participate in deliberative meetings to discuss applicants and to vote on all recommendations. Faculty must not abstain from voting. The PRC can elect to vote by secret ballot, but the ballot can only have a yes/no option and the number of votes cast must equal the number of voters. Program Faculty are also expected to be available to colleagues for consultation and advice regarding Faculty Plans, and to participate in deliberations and approvals of those plans.
- 4) Except under unusual circumstances where a faculty member has had a unique interaction that requires explanation (e.g. co-authorship with a candidate, as peer evaluator of teaching based, e.g. on classroom observation) members of the Program Review Committee shall not generate general peer letters advocating for or against a program member's application for reappointment, tenure, promotion or range adjustment.
- 5) Members of the PRC shall review the evaluation file and hold a meeting in accordance with this agreement and the Program's bylaws, if any exist.
- 6) Where no recommendation is required (e.g. "Feedback Review"), the PRC will meet face to face with the candidate to provide feedback and to discuss his/her performance. After the meeting, the PRC will provide the candidate with a written summary of the meeting, and any suggestions for performance made by the PRC.
- 7) Where the review requires action by the PRC ("Decision Review"), the PRC will vote, **and report the vote and recommendations in a letter explaining its recommendations. The letter should be signed by those who participated in the deliberations and voted on the recommendation.** Any member(s) of the program who disagree(s) with the majority vote or the process of deliberation may provide a letter of explanation for such disagreement. Both the PRC letter and any dissenting letter(s) will be provided to the candidate and will become a part of the candidate's evaluation file as it advances through the Review Process, and part of the applicant's official personnel file.
- 8) Candidate's Rights: The candidate may provide a letter of rebuttal to program letter or to any dissenting letters to their Dean's office within three (3) working days of the PRC letter's due date. The candidate's letter becomes part of the advancing file.
- 9) Conflict of Interest: Any PRC member may self-report a conflict of interest to the PRC Chair and the Dean as defined on page 2 and recuse themselves from participation. In addition, any member of the PRC who applies for range adjustment or promotion must recuse participation when any other PRC member is applying for the same level of range adjustment or the same promotional rank in any given personnel cycle. However, they may participate in discussion and votes of candidates seeking a different personnel action. ([Home](#))



STOCKTON | CENTER FOR TEACHING
UNIVERSITY & LEARNING DESIGN

FIRST-YEAR FACULTY PROCEDURES

First-Year tenure track faculty members will receive a **Feedback Review**. The PRC will meet with the candidate to provide feedback and discuss their performance.

- 1) The PRC may meet with the faculty member in their first semester to help the faculty member draft a **Faculty Plan**.
- 2) For the evaluation file, the faculty member will upload: an updated Curriculum Vitae; copies of syllabi; a brief 1-2-page reflection on their first year at Stockton (while referencing standards of excellence in teaching, scholarship or creative activity, and service); and optional appendices as supporting evidence. The emphasis will be on teaching excellence, as many faculty members may not have completed scholarly or service activities in their first semester.
- 3) The School will upload a cover letter, job description, and IDEA scores.
- 4) The PRC must meet with the candidate in person after reviewing the file and provide feedback to the faculty member regarding their progress.
- 5) The PRC will compose a letter of recommendation. **The PRC and faculty member must sign the recommendation letter** specifying the date of the meeting and the content discussed.
- 6) The PRC will submit the letter of recommendation to the Dean by the **2:00pm** deadline.
- 7) The PRC must meet with the faculty member in their second semester by the appropriate deadline to help the faculty member revise/finalize their Faculty Plan. ([Home](#))

SECOND-YEAR FACULTY PROCEDURES

Second-Year tenure track faculty members receive a **Decision “Action” Review**. If the faculty member’s performance is satisfactory, they will receive an additional two-year contract (years 3-4). If they are not adequately making progress towards tenure and promotion, they will receive a terminal one-year contract (teach in year 3 only). If their performance is exceedingly poor, their contract will terminate at the end of year two.

- 1) The PRC must meet with the faculty member in the fall semester to finalize their Faculty Plan. Revisions are typically permissible up until year three. However, please read the [COVID-19 Protections for Faculty and Librarians \(2020\)](#) for guidelines on extensions.
- 2) The faculty member will upload a copy of their approved Faculty Plan; an updated Curriculum Vitae; copies of syllabi; a 1-2-page Executive summary; a suggested 5-page Self-Evaluation on excellence in teaching, scholarship or creative activity, and service; a teaching portfolio including peer observations (**2 classroom observations are needed annually**); evidence of scholarship or creative activity; evidence of service; and additional appendices that support their file.
- 3) The School will upload a cover letter, job description, IDEA scores, preceptor evaluations, and letters from previous reviewers (and rebuttals).
- 4) The PRC will vote for an additional two-year contract, a terminal one-year contract, or termination at the end of year two.

DISCLAIMER: This document provides a summary of information contained within the locally-negotiated [Memorandum of Agreement \(MOA\) Faculty Evaluation Procedures \(2015\)](#) and [Faculty Evaluation Policy \(2016\)](#). As such, it serves only as a resource from the Center for Teaching & Learning Design, and all faculty members have full responsibility for thoroughly reading and understanding the official terms.



- 5) The PRC will report the vote and recommendations in a letter explaining its recommendations. The letter should be signed by those who participated in the deliberations and voted on the recommendation.
- 6) The PRC will send a letter to the Dean concerning reappointment by the **2:00pm** deadline. The faculty member has 3 days to write a formal rebuttal if necessary.
- 7) The Dean will make recommendations concerning reappointment of faculty by the appropriate deadline. The faculty member has 3 days to write a formal rebuttal if necessary.
- 8) If necessary (for negative reviews and rebuttals), the Faculty Review Committee (FRC) will review the file and make a recommendation to the Provost. The Provost may also review the file as needed and make a recommendation to the President. Once finalized, the President will make a recommendation to the Board of Trustees regarding the reappointment of the candidate. ([Home](#))

THIRD-YEAR FACULTY PROCEDURES

Third-Year tenure track faculty members will receive a **Feedback Review**. The PRC will meet with the candidate to provide feedback and discuss their performance.

- 1) The faculty member will upload a copy of their approved Faculty Plan; an updated Curriculum Vitae; copies of syllabi; a 1-2-page Executive summary; a Self-Evaluation on excellence in teaching, scholarship or creative activity, and service; a teaching portfolio including peer observations (**2 classroom observations are needed annually**); evidence of scholarship or creative activity; evidence of service; and additional appendices that support their file.
- 2) The School will upload a cover letter, job description, IDEA scores, preceptor evaluations, and letters from previous reviewers (and rebuttals).
- 3) The PRC must meet with the candidate (in person or online) after reviewing their file and provide feedback to the faculty member regarding their progress.
- 4) The PRC will compose a letter of recommendation. **The PRC and faculty member must sign the recommendation letter** specifying the date of the meeting and the content discussed.
- 5) The PRC will submit the letter of recommendation to the Dean by the **2:00pm** deadline. ([Home](#))

FOURTH-YEAR FACULTY PROCEDURES

Fourth-Year tenure track faculty members will receive a **Decision “Action” Review**. If the faculty member’s performance is satisfactory, they will receive an additional two-year contract (years 5-6). If they are not adequately making progress towards tenure and promotion, they will receive a terminal one-year contract (teach in year 5 only).

- 1) The faculty member will upload a copy of their approved Faculty Plan; an updated Curriculum Vitae; copies of syllabi; a 1-2-page Executive summary; a Self-Evaluation on excellence in teaching, scholarship or creative activity, and service; a teaching portfolio including peer observations (**two (2)**



classroom observations are needed annually); evidence of scholarship or creative activity; evidence of service; and additional appendices that support their file.

- 2) The School will upload a cover letter, job description, IDEA scores, preceptor evaluations, and letters from previous reviewers (and rebuttals).
- 3) The PRC will vote for an additional two-year contract or a terminal one-year contract.
- 4) **The PRC will report the vote and recommendations in a letter explaining its recommendations. The letter should be signed by those who participated in the deliberations and voted on the recommendation.** The PRC will send a letter to the Dean concerning reappointment by the 2:00pm deadline. The faculty member has 3 days to write a formal rebuttal if necessary.
- 5) The Dean will make recommendations concerning reappointment of faculty by the appropriate deadline. The faculty member has 3 days to write a formal rebuttal if necessary.
- 6) If necessary (for negative reviews and rebuttals), the Faculty Review Committee (FRC) will review the file and make a recommendation to the Provost. The Provost may also review the file as needed and make a recommendation to the President. Once finalized, the President will make a recommendation to the Board of Trustees regarding the reappointment of the candidate. ([Home](#))

FIFTH-YEAR FACULTY PROCEDURES

Fifth-Year tenure track faculty members are evaluated to determine if they are eligible for **Tenure and Promotion**. In addition to the PRC and Dean, the candidate will be evaluated by the Faculty Review Committee (FRC), the Provost, and President. If granted tenure and promotion, their tenure will begin September 1st of their seventh year. The vote for tenure is separate from the vote for promotion. Typically, if the vote for promotion is negative, the candidate will be denied tenure unless a decoupling agreement was made in advance of the file closing. If a faculty member is denied tenure, and meet certain requirements, they may choose to exercise the option for **Reconsideration in Year Six**.

- 1) The faculty member will upload a copy of their approved Faculty Plan; an updated Curriculum Vitae; copies of syllabi; a 1-2-page Executive summary; a Self-Evaluation on excellence in teaching, scholarship or creative activity, and service; a teaching portfolio including peer observations (**2 classroom observations are needed annually); evidence of scholarship or creative activity; evidence of service; and additional appendices that support their file.**
- 2) The faculty member may choose to invoke the **Formal Procedure for Soliciting External Reviews** and include these reviews in their file. (*For more detail, refer to Faculty Evaluation Procedures MOA, pg. 10-14.*)
- 3) The School will upload a cover letter, job description, IDEA scores, preceptor evaluations, and letters from previous reviewers (and rebuttals).
- 4) The PRC will two cast separate votes: one to grant tenure and one to grant promotion. If either vote is negative, and a decoupling agreement has not been made prior to review, the candidate will receive a one-year terminal contract for year 6.



- 5) The PRC will report the vote and recommendations in a letter explaining its recommendations. The letter should be signed by those who participated in the deliberations and voted on the recommendation.
- 6) The PRC will send a letter to the Dean concerning reappointment by the **2:00pm** deadline. The faculty member has 3 days to write a formal rebuttal if necessary.
- 7) The Dean will make recommendations concerning reappointment of faculty by the appropriate deadline. The faculty member has 3 days to write a formal rebuttal if necessary.
- 8) The Faculty Review Committee (FRC) will review the file, vote, and make a recommendation to the Provost by the appropriate deadline. The faculty member has 3 days to write a formal rebuttal if necessary.
- 9) The Provost will review the file and make a recommendation to the President. The faculty member has 3 days to write a formal rebuttal if necessary.
- 10) The President may review the file at any step in the process. Once finalized, the President will make a recommendation to the Board of Trustees regarding the reappointment of the candidate. ([Home](#))

SIXTH-YEAR RECONSIDERATION FACULTY PROCEDURES

Sixth-year faculty who were not reappointed for a seventh year, may apply for a Reconsideration Review in the Fall cycle of their sixth year. **The PRC procedures follow the same as that set forth for the full Fifth-Year Review.**

Grounds for Reconsideration Review: A faculty member who meets any of the following criteria is eligible for reconsideration review.

- The candidate was a mid-year hire whose Fifth-Year review took place after four years of teaching at Stockton, or the candidate was originally appointed as a XIII-D, XIII-M or XIII-O faculty member and subsequently became tenure track.
- During the Fifth-Year Review Process, there was a positive recommendation for tenure by any level of review.
- By the closing of files for the Fall cycle, the candidate will be able to document new accomplishments in scholarship/creative activity and/or service during the period since the Fifth-Year process that will provide new evidence of the candidate's meeting the standards for tenure and promotion to the rank of Associate Professor.

- 1) The faculty candidate must notify the Dean, in writing, that s/he is requesting a reconsideration review and indicating the grounds for that request by September 15 of the sixth year.
- 2) The faculty candidate should submit a clear and brief statement explaining why s/he believes s/he meets the standards for tenure and promotion (**new self-evaluation**) and submit as links or in appendices appropriate new and additional documentation. ([Home](#))



PART-TIME FACULTY PROCEDURES

For the first four years of the teaching, the candidate will be reviewed at the levels of the PRC and Dean, and only by the FRC, Provost and President if there is a negative recommendation. In their **fifth year**, reviews will also include the FRC and Provost. If reappointed to a **sixth year**, the candidate will subsequently be eligible for reappointment to two (2) year contracts. Two (2) year reappointments will be reviewed at the levels of the PRC and Dean, and only by the FRC, Provost and President if there is a negative recommendation.

- 1) The PRC will evaluate part-time faculty by providing a letter signed by those who participated in making recommendations based on the file review process.
- 2) Part-time faculty will prepare a file the same as first-year tenure track faculty.
- 3) Part-time faculty are not required to have a Faculty Plan.
- 4) Peer observations of teaching are optional for part-time faculty; however, faculty who are hopeful of becoming tenure track faculty should consider asking peers to observe and evaluate their teaching and may include such evaluations in their review files. [\(Home\)](#)

XIII-D VISITING FACULTY PROCEDURES

Due to the one-year nature of these contracts, XIII-D faculty are not recommended for reappointment to a second year. If visiting faculty serve a second, or second and third year they will follow the same evaluation procedures described for First-Year Tenure Track faculty. In no event will a visiting faculty be on a XIII-D appointment beyond three years. If an opening develops at the University for which the faculty member is eligible, s/he may apply, and the materials developed in the aforesaid evaluation procedures will be considered along with any additional information the employee presents. If XIII-D appointments precede acceptance of a tenure-track position, the visiting years apply to tenure.

- 1) If appointed to a second year, the PRC will evaluate XIII-D faculty by providing a letter signed by those who participated in making recommendations based on the file review process.
- 2) XIII-D faculty are not required to have a Faculty Plan.
- 3) Peer observations of teaching are optional for XIII-D faculty; however, faculty who are hopeful of becoming tenure track faculty should consider asking peers to observe and evaluate their teaching and may include such evaluations in their review files. [\(Home\)](#)

XIII-O VISITING FACULTY PROCEDURES

XIII-O faculty are hired for two or three-year nonrenewable contracts. XIII-O faculty should prepare a file as to be reviewed under the normal procedures for First-Year Tenure Track. Faculty members hired under XIII-O shall be evaluated annually in this manner. Continued employment for the full term of the appointment is conditioned upon the faculty meeting performance standards as demonstrated by an affirmative evaluation. If an opening develops at the University for which the faculty member is eligible, s/he may apply, and the materials developed in the aforesaid evaluation procedures will be considered along with any additional



STOCKTON | CENTER FOR TEACHING
UNIVERSITY & LEARNING DESIGN

information the employee presents. If XIII-O appointments precede acceptance of a tenure-track position, the visiting years apply to tenure.

- 1) The PRC will evaluate XIII-O faculty by providing a letter signed by those who participated in making recommendations based on the file review process.
- 2) XIII-O faculty are not required to have a Faculty Plan.
- 3) Peer observations of teaching are optional for XIII-O faculty; however, faculty who are hopeful of becoming tenure track faculty should consider asking peers to observe and evaluate their teaching and may include such evaluations in their review files. ([Home](#))

XIII-D/O VISITING FACULTY PROCEDURES WHO SUBSEQUENTLY BECOME TENURE TRACK FACULTY

XIII-D or XIII-O faculty who are appointed to tenure track positions in their **Second Year**:

- 1) These faculty members will receive an initial (1) year contract and must create a Faculty plan in the fall of their second year.
- 2) In the Spring of year two (2), the faculty member will prepare a complete Evaluation File the same as other second-year tenure track faculty.
- 3) The PRC will complete a **Decision “Action” Review** the same as for other second-year tenure track faculty.
- 4) All subsequent reviews will be the same as for other tenure track faculty (years 3-5), except that if a faculty member is denied tenure and promotion in year five (5) they will be entitled to a Reconsideration Review in year six.

XIII-D or XIII-O faculty who are appointed to tenure track positions in their **Third Year**:

- 1) These faculty members will receive an initial two (2) year contract and will prepare a complete evaluation file the same as other second-year tenure track faculty.
- 2) Faculty appointed in their third year are **not required to develop a Faculty Plan** but may do so informally as noted above.
- 3) In the Spring of year three (3), the PRC will complete a **Feedback Review** that follows the procedures for a first-year feedback review.
- 4) In the Spring of year four (4), the PRC will complete a **Decision “Action” Review** and will recommend either a two (2) year contract for years five and six with a **Tenure and Promotion Review in year five (5)** or a terminal one-year contract for year five. The review in year four will be by the PRC and Dean unless either of these levels recommends a terminal one-year contract, in which case the review will extend to the FRC, Provost, and President.
- 5) If not recommended for tenure and promotion in year five (5), the faculty member will be entitled to a Reconsideration Review in year six.

XIII-D or XIII-O faculty who are appointed to tenure track positions in their **Fourth Year**:

- 1) These faculty members will receive an initial two (2) year contract through year six.
- 2) In the Spring of year four (4), the PRC will complete a **Feedback Review** that follows the procedures for a first-year feedback review.



- 3) In year Spring of year five (5), the PRC will complete a **Tenure and Promotion Review** the same as other tenure track faculty.
- 4) If not recommended for tenure and promotion in year five (5), the faculty member will be entitled to a Reconsideration Review in year six. [\(Home\)](#)

NON-TENURE TRACK TEACHING POSITIONS (NTTP) PROCEDURES

NTTPs during their first four years of teaching will be reviewed at the levels of the PRC and Dean, and only by the FRC, Provost and President if there is a negative recommendation. In their fifth year, reviews will also include the FRC and Provost. If reappointed to a sixth year, faculty will subsequently be eligible for reappointment for a two (2) year contract, or a three (3) year contract. Two (2) or three (3) year reappointments will be reviewed at the levels of the PRC and Dean, and only by the FRC, Provost and President if there is a negative recommendation.

It is advised to read the [Memorandum of Agreement for NTTPs](#).

- 1) The PRC will evaluate NTTP faculty by providing a letter signed by those who participated in making recommendations based on the file review process.
- 2) NTTP faculty will prepare an evaluation file the same as first-year tenure track faculty.
- 3) NTTP faculty are not required to have a Faculty Plan.
- 4) Peer observations of teaching are optional for NTTPs; however, faculty who are hopeful of becoming tenure track faculty should consider asking peers to observe and evaluate their teaching and may include such evaluations in their review files.
- 5) NTTPS must provide additional materials for any in-load non-teaching duties in their files. [\(Home\)](#)

TENURE TRACK INSTRUCTOR PROCEDURES

Faculty occupying tenure track Instructor lines will undergo evaluations in accordance with the normal evaluation cycles and procedures agreed to for regular tenure-track faculty, except for items related to scholarship and/or creative activity. Given the absence of required scholarship and/or creative activity for tenure, the service expectations for tenure track Instructors will be greater than for regular tenure-track faculty; specifically, the responsibility for service for tenure track Instructors will be commensurate with the responsibility for scholarship plus service for regular tenure-track faculty at the same rank. Prior to tenure, faculty responsibilities should be clearly reflected in their contract and Faculty Plan.

It is advised to read the [Memorandum of Agreement for Tenure Track Instructors](#).

- 1) Evaluation criteria and procedures for tenure-track instructors will follow the exact same processes as full-time, regular tenure track faculty members. [\(Home\)](#)



STOCKTON | CENTER FOR TEACHING
UNIVERSITY & LEARNING DESIGN

PROMOTION OF TENURED AND PART-TIME FACULTY PROCEDURES

Assistant Professors who are tenured and who meet the qualifications for the higher rank may request consideration for promotion to the level of Associate Professor at any time, following the procedures, including the optional provision of external letters.

Associate Professors who meet the qualifications for the higher rank may request consideration for promotion to the level of Professor at any time, following the procedures, including the optional provision of external letters. Promotion to the rank of **Professor** requires formal solicitation of external reviewers of scholarship, through a process that begins three months prior to the closing of files. Those promoted prior to tenure will be judged for tenure at the higher rank. For faculty hired at the rank of Associate Professor or Professor, promotion to a higher rank concurrent with the awarding of tenure is not the norm.

Professors who meet the qualifications for Distinguished Professor must be nominated by a minimum of three current faculty members who hold the rank of Professor. Promotion to the rank of Distinguished Professor requires formal solicitation of external reviewers of scholarship, through a process that begins three months prior to the closing of files.

- 1) Candidates for promotion to Associate or Professor must prepare complete files following the same format for tenure evaluations.
- 2) Candidates for promotion to Distinguished Professor must prepare a file that includes:
 - a. The standard background information.
 - b. A narrative description of the contributions that fulfill the expectations for the award, example of those contributions that have been regarded as exemplary to the respective award.
 - c. External letters evaluating and commenting on the candidate's meeting all expectations for the rank of Distinguished Professor, elicited through the formal process for eliciting external reviews of scholarship. ([Home](#))

FACULTY SEEKING RANGE ADJUSTMENT PROCEDURES

Prior to the last teaching day of the Fall semester, faculty members must notify the Dean of his/her intention to prepare and submit a letter of application for review, according to the procedures established for promotion of tenured faculty, except that applications for range adjustment and promotions shall be made in alternate semesters. **Candidates for Range Adjustment must meet the standards for two out of the three areas of excellence (teaching is required; range adjustment may choose to focus on a second area of scholarship/creative activity or service).**

- 1) The candidate may opt to select a review advisor to assist with file preparation.
- 2) The candidate must prepare a complete file following the same format for tenure track evaluations.

DISCLAIMER: This document provides a summary of information contained within the locally-negotiated [Memorandum of Agreement \(MOA\)](#) [Faculty Evaluation Procedures \(2015\)](#) and [Faculty Evaluation Policy \(2016\)](#). As such, it serves only as a resource from the Center for Teaching & Learning Design, and all faculty members have full responsibility for thoroughly reading and understanding the official terms.



STOCKTON CENTER FOR TEACHING
UNIVERSITY & LEARNING DESIGN

STOCKTON | CENTER FOR TEACHING & LEARNING DESIGN

- 3) The candidate must submit a Written Statement (self-evaluation) explaining how they feel they have met the criteria for a range adjustment (should be less than 15 pages).
- 4) The candidate must also submit an Executive Summary with a brief overall assessment of their achievements.
- 5) The candidate is free to provide additional materials as necessary to support his/her claims that they merit a range adjustment.
- 6) The review process will follow the same procedures as applications by tenured faculty for promotion, except that such applications shall be reviewed during alternate semesters.
- 7) The PRC will consider each application on its own merits, and not in comparison to other applications under consideration.
- 8) If the recommendation is favorable, and the President approves the application, the President will recommend a two-range adjustment to the Board of Trustees.
- 9) If approved by the BOT, the merit-based range adjustment within rank will be effective in the Fall semester following the action by the Board.
- 10) Applicants for promotion subsequent to a range adjustment must document additional specific accomplishments since the last personnel action in their file that merits the request for range adjustment. [\(Home\)](#)

PERSONNEL ACTIONS CALENDAR

The PRC is to evaluate each candidate by the deadline provided on the Personnel Actions Calendar (based on the faculty member's employment year). To access deadlines for PRC evaluations, click on the Personnel Calendar link above. Underneath the colored checklist on the right side of the screen, click "none". This will remove all the check marks. Find the year related to the faculty member's employment year and click the check box. This will pull up the PRC dates specific to their year. [\(Home\)](#)

Do you need additional help? You may find assistance from the CTLD and the SFT Union. Please do not hesitate to utilize the many resources at your disposal!

[Center for Teaching and Learning Design \(CTLD\)](#)
[Stockton Federation of Teachers \(SFT\)](#)