

STEPS IN REVIEW OF NEW COLLEGE RTP POLICY DOCUMENTS

Preamble

The new/rev RTP policies should align with the following CSULB values and inequities.

- 1) Policies should create a safe and supportive environment for all students and faculty.
- 2) Policies should create a safe and supportive environment for all students and faculty.
- 3) Policies should create a safe and supportive environment for all students and faculty.

The new/rev college RTP policies will be examined to ensure that they reflect these values and that they are in close alignment with the elements articulated in the revised university RTP policy.

STEPS IN REVIEW OF NEW DEPARTMENT RTP POLICY DOCUMENTS

Preamble

The CSULB Revised RTP Policy, approved by the Academic Senate and the CSULB President in 2023 (Policy Statement 23-24), establishes the guiding principles and criteria that govern the evaluation of tenure-track and tenured faculty members. The criteria, reflecting the university

STEP 2: Submission of RTP Policy Documents by Dean and Review by Faculty Affairs

- The completed and approved Department RTP Policy document, along with a copy of the old Department RTP Policy document, should be emailed to Faculty Affairs (FA) AVP Patricia Pérez, Interim Asst. VP Faculty Inclusive Excellence (FIE) Malcolm Finney, and Somone Washington (FA RTP Analyst), as a **Microsoft Word document**. Major modifications in the revised document should be clearly highlighted.
- AVP Pérez, Asst. VP Finney, and FA RTP Analyst Somone Washington will review the revised policy document and provide feedback to the Chair and Dean.
- The department will address feedback and the Chair will email updated document to the Dean, AVPFA, Asst VP, and RTP Analyst.

STEP 3: Review of RTP Policy Document by Provost

- If no further edits are recommended or suggested, FA will forward the department RTP policy document to the Provost for review and approval.

STEP 4: Final Approval

- The Provost will review the revised RTP Policy document and provide feedback, if any, to FA, which will be forwarded to the Chair and Dean. The Chair will address the Provost's feedback and email the AVPFA and the Provost the updated document. If no further review is recommended or suggested, the document will be approved.

STEP 5: Approval Process

- After final approval of the document, the Chair and Dean will receive a memo acknowledging approval of the document. A copy of the approved RTP Policy document will also be sent to the Chair and Dean.
- A DocuSign memo requiring the signatures of the Department Chair, Dean, AVPFA, and Provost will be circulated. A copy of the DocuSign memo with all the required signatures will be shared with the Chair and Dean.
- Faculty Affairs will post the approved RTP Policy document with approval memo (as cover sheet) on its website.

ADDENDUM

- Receipt of the department documents by FA, after approval by both department faculty and

- Departments whose new RTP Policy documents are not approved by Friday, June 13