

CALIFORNIA STATE UNIVERSITY, HAYWARD
Academic Affairs

MEMORANDUM

DATE: October 3, 1995

T0: Department Chairs

MEMORANDUM

DATE: June 7, 1999

TO: Faculty
California State University, Hayward

FROM: Frank Martino, Provost and Vice President, Academic Affairs
Henry Reichman, Chair, Academic Senate

SUBJECT: Faculty Development Plans

There has been some confusion about development plans for probationary faculty, especially with respect to their role in the retention, tenure and promotion process. To clarify, we have attached a copy of Provost Martino's original 1995 memorandum on this subject. We also wish to point out:

1. The University *Promotion, Tenure and Retention Policy and Procedures* is the sole document (besides a collective bargaining agreement) governing promotion, tenure and retention at CSUH. Each new probationary faculty member should be given a copy of this document and is responsible for becoming familiar with its contents.
2. Probationary faculty should meet at least once each year with the department chair, faculty mentor, and members of the department PTR committee to review the requirements of the University *Promotion, Tenure and Retention Policy and Procedures* and to determine how the probationary faculty member can best meet the criteria of the policy. Such discussions should be detailed and frank. Plans for development resulting from such discussions have no formal standing in the retention, promotion, and tenure process and need not be put in written form. They should, however, provide guidance to the faculty member in preparing the dossier for retention, promotion or tenure. Whether these plans are written or not, the chairs should provide assurance to the Provost's Office (via the School Deans) that they have been discussed.
3. Probationary faculty are free to include within their dossiers their own plans for teaching, scholarship and service should they so desire.
4. The principal written product of the process outlined in the Provost's memorandum is the annual retention letter. Each year the retention letters produced by the department PTR committee and the department chair should summarize the faculty member's achievements to date and outline clear and reasonable expectations for the coming year and the future. A frank and candid discussion of progress toward meeting the goals of the faculty member's plans for development should form a central part of the retention letter. For example, a retention letter might include statements like: "The department looks forward to Prof. X's revision of the department's course offerings in her subfield." "Prof. Y delivered three papers at academic conferences. We look forward to the acceptance for publication of one of these next year." "Prof. Z has made positive contributions to the department's scholarship and outreach committees; we hope he will be able to contribute at the school and university levels soon." Well-formulated retention letters are the most effective faculty development plans.

The retention, tenure and promotion process should be seen by all concerned as principally a process of faculty development rather than an obstacle course for probationary faculty. It is designed to assure that the quality of the faculty of the University will be maintained at the highest possible level. Substantive annual evaluations in the retention letters can assist us in realizing this goal.

FM/HR:jat/att.