

**ACADEMIC SENATE****POLICY NO. 527**

ISSUE DATE: 11-18-05 REVISION DATE:	POLICY: EVALUATION OF TENURED FACULTY WITHIN THEIR ACADEMIC ASSIGNMENTS
REFERENCE:	
APPROVED: _____ President, California Maritime Academy _____ Chair, Academic Senate _____ Chair, Senate Policy Committee	

An Institutional commitment to recruiting and retaining the highest quality permanent teaching faculty possible is repeatedly emphasized in all faculty review processes during a faculty member's probationary period at the California Maritime Academy. The granting of tenure is evidence of both the Academy's and a faculty member's ongoing commitment to that goal of quality. Accordingly, a periodic reaffirmation of that commitment is appropriate.

POLICY:

For the purpose of maintaining and improving a tenured faculty member's effectiveness within his or her academic assignment, The California Maritime Academy sets out the following performance review provisions for members of its tenured faculty. The goal of this performance review is to lend elements of structure to the ongoing introspection of one's professional effectiveness that we all assume occurs as a matter of course, and to demonstrate the degree to which the Academy has met its responsibility to be a partner in the growth and development of its tenured faculty.

Five years post tenure, and at five year intervals thereafter, members of the tenured faculty will join with academic colleagues to evaluate the faculty member's

effectiveness within his or her academic assignment as a tenured member of the faculty. At the **ACADEMIC SENATE POLICY NO. 527**
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discretion of the Academic Dean, or other designee of the VPAA, a tenured faculty member's review for promotion may serve as a post tenure review.

The mechanisms for evaluation shall include:

- (1) Creation of an individual peer review committee, in the spring of the review year for each faculty member being reviewed. The peer review committee shall include the faculty member's department chair (who shall serve as the committee chair) and two tenured or tenure track members of the faculty member's department (one member to be selected by the faculty member being evaluated, one member to be selected by the chair of the department). In the event that the department chair is the faculty member being reviewed, a tenured member of the chair's department elected from within the department shall serve as chair of the peer review committee and assume all post tenure peer review committee responsibilities of the department chair during the review process. In the event that a department does not have enough tenured or tenure track faculty to comprise a peer review committee, committee members may be chosen from other departments. If the department has no other tenured members to serve as the committee chair, the committee chair shall be chosen from the other department chairs by the Academic Dean or other designee of the VPAA. In the formation of a peer review committee, any tenure track faculty member may decline to serve.
- (2) Notification of proceedings to, and designation of, the Academic Dean, or other designee of the VPAA, as the "appropriate administrator."
- (3) Submission of an Effectiveness in Academic Assignment Dossier (EAAD) (see attached) to the chair of the faculty member's peer review committee, said *Dossier* to include, at a minimum,
 - (a) a brief self-study statement including current teaching philosophy,
 - (b) a completed Post Tenure Effectiveness in Academic Assignment Questionnaire (attachment A) or a statement summarizing this information,
 - (c) student evaluations of teaching effectiveness (SUMMA or equivalent) for a minimum of two courses per year, for each of the four years immediately prior to the post tenure review,
 - (d) a current curriculum vitae.

- (4) After review of the faculty member's Effectiveness in Academic Assignment Dossier, the peer review committee will write an evaluation based upon contents

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of the Dossier. The faculty member being reviewed will have one week to respond to this evaluation if they deem such a response appropriate. Within three weeks of submission of the Dossier (but no later than April 1st) the peer review committee chair and the designated administrator will meet with the faculty member. The purpose of this meeting will be to discuss the faculty member's academic professional strengths and areas within the faculty member's academic assignment wherein improvements in performance might occur. The administrator shall prepare a summary review and report at its conclusion. A copy of this review will be given to the faculty member and copies of the peer review committee's and the administrator's reports will be placed in the faculty member's Personnel Action File. The faculty member may submit a written rebuttal to the peer review committee's and/or administrator's report for inclusion in his or her Personnel Action File.

- (5) It shall be the responsibility of individual departments, and individual department chairs to coordinate the five-year, post tenure reviews of faculty within their departments.

Attachment A

CALIFORNIA MARITIME ACADEMY

Post Tenure Effectiveness in Academic Assignment Questionnaire

NAME: _____ DEPARTMENT: _____ DATE: _____

RANK: _____ APPOINTMENT DATE: _____

YRS AT PRESENT RANK: _____ DATE OF TENURE: _____

I. Teaching & Contributions to Student Development...

Teaching Load: (courses, sections, enrollments)

Student Evaluations: (summaries)

Pedagogical Growth and Development Efforts:

Other:

II. Scholarly, Creative & Professional Activities

Scholarly Activities:

Creative Activities:

Professional Activities:

Other:

III. University, Academy, and Community Service...

(related to your professional status)

Service to Students:

Service to the Department:

Service to the Academy:

Service to the Profession:

Other:

I attest that the above is accurate and true, to the best of my knowledge.

Signed: _____ Date: _____