CAL MARITIME

ACADEMY POLICY

Policy Title:	**Requests for Tenure-Track Faculty Search: Policy and Procedures**
Policy Number:	AA 06-005
Policy Administrator:	Provost
Policy Initiator:	Provost
Authority:	
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Approval Signature:	/s/

Purpose: In keeping with CSU guidelines, the purposes of this policy are as follows: 1) to be responsive to the academic needs of our students and faculty; 2) to provide consistent instructions for how academic departments request approval for launching tenure-track faculty searches; and 3) to be transparent in the allocation of tenure-track positions.

Scope: This policy applies to all campus searches for tenure-track faculty.

Accountability: Academic Department, School or Library, and Provost Office.

Policy: In order to adhere to CSU guidelines, to ensure equity across academic departments, and to ensure prudent use of resources, all requests for tenure-track faculty searches will follow the process defined by this document.

TENURE-TRACK FACULTY POSITION REQUESTS

Principles: To support implementation of our strategic planning goals, the following principles—outlined in the Academic Master Plan—must be key considerations when proposing either the continuation of a tenure line or the creation of a new line:

- Current academic programming will continue its commitment to hands-on, immersive learning, and will strengthen our maritime university focus, as well as our global reach and outlook.
- New programs will be developed through careful consideration of both future needs of maritime-related fields and student enrollment demand.
- New programming will encourage a culture of active, engaged inquiry and will expand research opportunities for both faculty and students.
- Academic programming will be developed in ways that leverage existing campus strengths and anticipate the demands of a diverse student body.
- The process of developing academic programs will be transparent, iterative, and one that engages all stakeholders.

Procedure: To request the opportunity to recruit tenure-track faculty, a department is required to submit department/program information to their school or library dean (see information requested on next page). The purpose of this information request is to ensure that new tenure-track hires are being allocated to programs with the greatest need and to departments with demonstrated capacity to support faculty in the tenure process.

Working collaboratively with department faculty, academic department chairs are to examine their departmental enrollment data with care. (Note: Chairs may wish to consult with Associate Provost Graham Benton to access the specific data necessary to craft a compelling proposal.) Chairs may also wish to consult the CSU Student Success Dashboard. The data gathered along with other information about faculty separations, recent new hires, and other new programing should be used to develop a careful justification that supports the department's request for a tenure-track hire. The procedures and timeline are designed to allow department chairs and the deans to work together in submitting their requests (see below).

Important exception to the above: **In cases where a tenure-track faculty member leaves the university *within the first three years of hire*, the department may ask the school/library dean and provost for an exception to the process outlined above. This exception is meant to recognize the time commitment required to craft a proposal and to acknowledge that in some cases the proposal requirement can be either curtailed or waived altogether. This decision rests with the provost.**

However, please also note that replacement of vacated tenure-track lines is never guaranteed; therefore, requests for positions should be approached thoughtfully. Failed searches from the previous round of hiring may be given priority consideration.

Timeline for tenure-track faculty requests for positions starting in fall semester:

- Normally, by the end of May of the *previous year*[1] department chairs consult with department faculty and school/library dean concerning tenure track needs and potential requests.
- June 15 – department chairs submit completed requests to school/library deans.
- Remainder of June – All submitted proposals are shared with chairs and deans; chairs share their feedback on all proposals with their respective deans.
- July 15 – deans, associate provost, and provost meet to discuss tenure-track requests.
- August 1 – provost announces tentatively approved tenure-track recruitments, contingent on CSU budget
- Late August or early September, dependent on department's search timeline – official RPA is submitted; search committees are formed; tenure track position descriptions are finalized and posted (August, ideally); all searches expected to follow Tenure-Track Faculty Search Policy and Procedures (insert link).

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TENURE-TRACK POSITION REQUESTS – REQUIRED DEPARTMENTAL/PROGRAM INFORMATION

1. <u>Department and Subject Area</u>: Indicate the department and subject area specialization of the request. For example, Department of Science and Math, subject area Physics.

2. <u>New Faculty Member Role and Future Planning:</u> The primary purpose of new tenure-track hires is securing faculty necessary for the future of the program(s) and the university. Briefly, describe the plans of your department for the proposed new tenure-track faculty member including what courses you expect this new person to teach. In addition, identify the most pressing needs of your department over the next five years. Is your department expected to grow in enrollment, develop new programs, etc.? What is the purpose of this proposed new hire in relation to the future of your department and/or program(s)? Why is it necessary to have this position filled by a tenure-track candidate and not a lecturer? *As noted previously, replacement for vacated tenure lines is not guaranteed.*

3. <u>Tenure-track Faculty Changes:</u> List all of the tenure-track faculty who have left and/or joined your department at Cal Maritime over the past five years including those who have entered FERP. For FERP faculty, indicate when FERP will end, and what percentage time the FERP faculty member is teaching.

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[1] *e.g., if new hire is to start in fall 2022, the process begins in May of 2021*

For example: 2015 – Joe Blow resigned
2017 – Debra Doe hired
2018 – Margery Martin entered FERP (50%; ends Spring 2022)

4. Learning Outcomes: List your program learning outcomes. For departments offering undergraduate major programs, these should be the program learning outcomes listed in the catalog for that major. For departments not currently offering undergraduate majors, these should be the learning outcomes for the general education (GE) area(s) offered by that department. Departments offering both undergraduate major programs as well as GE courses the should include learning outcomes for both.

5. Program Review: Indicate the year in which the last five-year review or program accreditation review was conducted. Briefly, describe the outcome of that review process. If a request is being made for a faculty member in a non-degree program department, describe any efforts that the department has undertaken to evaluate educational effectiveness and plan for the future.

6. New Faculty Support: Briefly describe how the department plans to support the development of scholarly, service, and teaching activities of a new tenure-track hire. Does the department have or plan to implement a formal or informal mentoring system? Does the department have an active program of scholarship in which a new hire could be involved and/or could collaborate? Do faculty in the department regularly attend scholarly conferences and give presentations that could involve new faculty?

7. Enrollment Data and Analysis:

a) Include relevant data about your department from the most recent year(s) available (see p. 1 of this document on how to make that request). Most useful would be a table that lists class offerings (including separate sections) based on data found in PeopleSoft, e.g., enrollment, instructor, lecturer vs. tenure-track. Additional information to bolster the request should include

- Number of majors and minors (as applicable)
- Number of recent graduates (if applicable)
- Faculty headcount – broken down by lecturer vs. tenure-track
- Student-to-faculty ratio

b) Briefly **explain what the data show** and use the data to **make a case for your proposed hire**. For example, is the department growing or intended to grow? Was the student-to-faculty ratio particularly high, or were a larger than normal proportion of units taught by lecturers? What changes have occurred, either in faculty or in enrollment, since these data were collected? (Bear in mind that these data are backward-looking and so will not address recently new departures or hires.)