

Post Tenure Review Process and Checklist

Post tenure review is governed by CBA article 15 and Senate policy ([S14-122](#))

San Francisco State University is dedicated to supporting and maintaining faculty development. The policy is consistent with SFSU's mission of educational excellence and encourages a culture of continuous feedback and professional support. It is aligned with Article 15 of the Collective Bargaining Agreement, which stipulates periodic evaluation of tenured faculty in the CSU system. The review process itself provides recognition of faculty achievements and fosters departmental cross-disciplinary collegiality and collaboration.

FACULTY AFFAIRS

- On first day of the Fall semester, the Office of Faculty Affairs sends a list of all Tenured faculty due for post tenure review (PTR) to all departments/schools via college offices

DEPARTMENT

- Within 14 days, Department Chair/School Director notifies faculty and provides them with a copy of departmental PTR criteria*

**PTR criteria need, at minimum, to stipulate the process of selection of a PTR committee, the process of review, the process of selecting a Career Development Activity Committee*

- Department develops a timeline for its PTR reviews keeping in mind that reviews have to be finished by the last Friday of April
- Department selects PTR Committee(s)*

**A PTR Committee should, at minimum, include the Chair of the department, one faculty member selected by the faculty under review, and one faculty member selected by the Chair. All have to be of equal or greater rank than the faculty under review. If the Chair is of lesser rank, an additional full professor should be selected. Depending on the number of faculty being reviewed, it is possible that departments will have more than one PTR Committee.*

FACULTY UNDER REVIEW SUBMITS AT MINIMUM

- A self-statement stipulating accomplishments of the past 5 years and goals for the next 5 years
- A C.V. or a Faculty Activity Report
- All SETES for the past 5 years

- One professional activity (Career Development Activity)*

**Career Development Activities shall include the sharing with colleagues of a professional accomplishment of the past five years related to teaching, scholarship, creative works, or service.*

PTR COMMITTEE REVIEW AND REPORT PROCESS

- Committee reviews material according to criteria
- Committee writes an initial report and gives a copy to faculty member
- Faculty has 10 days to write a response to the report
- Committee finalizes the Summary Report* in consultation with the faculty member

**The Summary Report should include: the faculty's self-statement; an identification of needs and resources available to support the faculty's goals; feedback from the committee*

- By the last Friday of April, Committee forwards the [routing sheet](#) and Summary Report to the Dean along with any documentation requested by the Dean

DEAN'S ROLE

- After reading the Summary Report, Dean meets with faculty under review
- Summary Report and signed routing sheet are sent to HR and placed in faculty's PAF
- A copy of the routing sheet is sent to Office of Faculty Affairs