

**Extensions of the probationary period under the CSU/CFA furlough agreement**

*Revised September 14, 2009: see addendum at end*

The Furlough Agreement between CSU and CFA gives faculty members the right to request an extension of the probationary period. The faculty member does not have to establish any adverse impact of the furlough. An extension of a maximum of one year will be granted.

Extensions will not be automatic. A probationary faculty member must request an extension in writing to the Associate Vice President for Faculty Affairs, with copies to the dean, chair/director, and college RTP representative. The Associate Vice President for Faculty Affairs will acknowledge the extension in writing to the faculty member with copies to above parties.

**Faculty Serving in their 6<sup>th</sup> Probationary Year**

Faculty members in their 6<sup>th</sup> and final probationary year must request the extension prior to receiving a recommendation from the first level of review (the department/school peer review committee). The date published on Faculty Affairs' web site by which department peer review committees are required to make their initial recommendation is October 20, 2009. That makes the deadline for extension requests October 19, 2009. Department/school peer review committees shall not date and submit any recommendations for reappointment or tenure prior to the published date of October 20, 2009.

A periodic evaluation will be required in lieu of a performance review when the probationary year is extended. (See below for further explanation.)

Granting an extension in 2009-2010 stops the tenure clock. The faculty member will repeat the 6<sup>th</sup> probationary year in the 2010-2011 academic year.

**Faculty Serving in their 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> Probationary Year**

Faculty members in any probationary year prior to the 6<sup>th</sup> may request to extend their probationary period as provided in the Furlough Agreement. The faculty member may ask to stop the tenure clock in either the 2009-2010 or the 2010-2011 academic year.

If a 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> year probationary faculty member wishes to stop the clock in 2009-2010 (and thereby forego a performance review), the request must be made no later than October 19, 2009. A 2<sup>nd</sup> year probationary faculty member must make the request no later than October 14, 2009. If the faculty member wishes to stop the clock in 2010-2011 (and forego a performance review in that year), the request must be made before June 30, 2010. A periodic evaluation will be required in place of the performance review during the year in which the tenure clock is stopped.

If a WPAF is submitted for a performance review on September 30 in the 2009-2010 academic year, a faculty member may change his or her mind and request an extension at any time throughout the process prior to the date of the Provost's final decision. The performance review process will continue in 2009-2010, and the clock will stop in 2010-2011. (*See clarification/addendum at end*)

## Periodic Evaluation during Probationary Year Extensions

In order to provide probationary faculty members with formative evaluations during the year that the tenure clock is stopped, they will be subject to a special periodic evaluation. The periodic evaluation will occur on the same schedule as the performance reviews. Faculty members will submit, at a minimum, their PDS from the prior academic year, all letters of recommendation and student evaluations from the prior year, and a short addendum providing information about all other teaching, professional growth, and service activity during the prior year. Probationary faculty members do not need to update and submit the one-of-a-kind file, but may do so if they choose. The simplified WPAF will be reviewed by the department or school peer review committee and chair/director, the college peer review committee, and the dean, who will write evaluations (without recommendations) of the faculty member's progress in the previous academic year. These evaluations will become part of the WPAF for the next performance evaluation.

Probationary faculty members in the 1<sup>st</sup> year of a 2-year contract or the 1<sup>st</sup> and 2<sup>nd</sup> year of a 3-year contract, will undergo periodic evaluations in the spring semester as has been the practice in prior years.

### *Clarification/Addendum (September 14, 2009)*

This addendum clarifies what happens when a faculty member who has submitted a request for reappointment or tenure also requests an extension of the probationary period. The agreement clearly states that the faculty member may do so all the way up to June 30, 2010. How do you handle **this** years review in that case?

If the extension is requested prior to the first level of review being completed, we will grant the extension and postpone the 2009/10 review for retention or tenure until the next year. The process will continue as a periodic evaluation in 2009/10.

If the request for extension comes in **after the first level of review has made its recommendation** (October 15 for 2nd year candidates or October 20 for 3rd to 5th year), we will grant the extension, but this years retention review will continue. The extension of the probationary period will be conditioned upon the faculty member receiving a decision to reappoint at the end of the cycle. In other words, if there is a positive decision to reappoint, we will grant an additional year of probation and essentially would treat 2010/11 as the extra year. However, if the decision is negative (no reappointment), the candidate will receive a terminal year, if appropriate.

Note that candidates in their 6th year do not have the option of another probationary year, so if they do not request the extension prior to receiving a recommendation from the department committee, their only options are tenure or terminal year. No further extension will be granted after October 19.