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TO: Professor Sonia Salari, President, Academic Senate
FROM: Senate Faculty Review Standards Committee (chair, Howard Horwitz)
SUBJECT: Annual report, 2022-2023

9 February 2023

The Senate Faculty Review Standards Committee (SFRSC) reviews guidelines developed by departments, programs, Colleges, and Schools for the review of faculty. These guidelines concern informal and formal reviews of faculty. Formal reviews include tenure, promotion, and post-tenure reviews. Reviews concern both tenure-line and career-line faculty, and also adjunct faculty and visiting faculty.

To facilitate the development of guidelines, about eight years ago, the Senior Vice President for Faculty and the SFRSC started to develop templates, in order to standardize the sequence in which procedures appear, making it easier for programs to define criteria, for faculty under review to understand criteria and procedures, and for the SFRSC to check whether guidelines are consistent with university policy. Three templates exist: RPT (tenure-line faculty), TFR (tenured faculty review; post-tenure reviews), and CAV (career-line, adjunct, and visiting faculty). Each template has undergone several revisions, to clarify basic procedures for programs. The goal is to make the templates increasingly easy to follow, to help programs focus on their criteria rather than on the form in which the document appears. Periodic revisions of templates will no doubt continue.

The SFRSC meets once a month, with three more meetings scheduled for the 2022-2023 academic year. Each meeting lasts two hours. By the end of the year, the committee will have reviewed approximately ten guidelines from programs, approving about seven guidelines. The committee has been dedicating considerable time to revisions of all three templates, in particular the CAV template.

Thanks to procedural innovations by SVP Sarah Projansky, during the two years she chaired the committee ex-officio, and thanks to the efforts of Trina Rich, Director, University & Academic Affairs Policy Administration, who consults regularly with programs as they develop guidelines, programs better understand how to make use of templates to clarify criteria specific to their discipline, and the committee can more efficiently evaluate the consistency of guidelines with university policy.

Subcommittees initially review each document, which Trina Rich then posts for all committee members to review. The full committee then typically spends 45 minutes or more on each set of guidelines, considering the consistency and clarity of evaluative criteria and other provisions. We have been reserving about 45 minutes per meeting to review templates.

Respectfully submitted,

Howard Horwitz

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