

**SAN JOSE STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSE, CA 95192**

**F12-3, Policy Recommendation, Amending the Period of Review,  
S98-8 Appointment, Retention, Tenure and Promotion Criteria,  
Standards and Procedures for Regular Faculty Employees**

**Legislative History:**

**Amends University Policy, S98-8.**

At its meeting of October 15, 2012, the Academic Senate approved the following policy recommendation brought to the Senate by Senator Peter for the Professional Standards Committee.

**Action by University President: Approved by President  
Mohammad Qayoumi on  
October 18, 2012**

**Policy Recommendation  
Amending the Period of Review  
S98-8 Appointment, Retention, Tenure and Promotion Criteria,  
Standards and Procedures for Regular Faculty Employees**

Resolved: The attached be accepted as University Policy.

Rationale: S98-8 states that the “period of review” for faculty undergoing the retention, tenure and promotion process begins on “the effective date” of the “last promotion.” For faculty seeking promotion to Professor, the policy creates a “gap” in the record that is never subject to review. Faculty who have significant achievements during the “gap” are unfairly deprived of credit for those achievements when applying for promotion.

The “gap,” which has become informally known as “the lost year,” is caused because “the effective date of their last promotion” is almost always at the beginning of the Academic Year in August, but the dossier for promotion to Associate is submitted approximately ten months earlier. Achievements earned during those ten months are barred from consideration in the next review because they happened before “the effective date of the last promotion” but—unless permission was obtained to add them late to the dossier—they are too late to be considered in the earlier review either. They can appear on the

curriculum vitae, but cannot be credited to the faculty member in either the Associate level or the Professor level review.

Faculty who earn significant achievements during those ten months, such as major publications, outstanding teaching accomplishments, or significant service, are unfairly deprived of the credit for their good work. These amendments clarify the period of review and allow faculty to submit materials for consideration so long as they represent achievements since ***“the date materials were submitted for the last successful promotion.”***

*Approved:* October 1, 2012  
*Vote:* 10-0-0  
*Present:* Green, Semerjian, Reade, Maldonado-Colon, Gleixner, Winnard, Brown, Hsu, Peter, Condon  
*Absent:* None  
*Financial Impact:* No change  
*Workload Impact:* No change

# S98-8 Appointment, Retention, Tenure and Promotion Criteria, Standards and Procedures for Regular Faculty Employees

## III. General Procedures...

### B. Period of Review and Contents of Dossier:

For retention and tenure candidates, the period of review shall begin with appointment to probationary service and continue to the time of the review. For promotion candidates, the period of review shall begin on the closing date specified for the last successful promotion, on the effective date of their last promotion or, if there has been no prior promotion, on the date of their initial appointment to tenure-track-service and continue to the time of the review. The dossier shall contain material that documents achievements during the period of review and which includes the years for which any service credit was granted. The dossier shall not include documentation of achievements outside the review period except on a comprehensive vita. Materials that were previously submitted as "late additions" for consideration under a previously successful promotion review are considered to be outside the current review period and are excluded from the dossier except on a comprehensive vita.

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## VI. Promotion...

### B. Standards for Promotion Decisions...

#### 3. Promotion to Professor

Probationary faculty shall not be promoted to the rank of professor. The rank of professor is the highest academic rank and should represent potential realized and genuine achievement. ~~The period of review shall be the period since a faculty member's last promotion or, in the case of those appointed at the associate professor rank, since appointment to probationary status.~~ A comprehensive vita should, however, be included in the dossier. ~~to indicate earlier achievement.~~