I. GENERAL GUIDELINES
The procedures for retention and tenure shall conform to the criteria established by the Senate and specified in the Faculty Handbook and the MOU. This includes adherence to established deadlines, to the statement on professional responsibility and conduct, and to the statement regarding nepotism.

1. There must be full department participation in the approval of these procedures by all tenured and probationary faculty.
2. All department members must have access to copies of the department's procedures.
3. A majority, for purposes of voting, is a simple majority of the membership of the committee. (An abstention is a no vote).
4. Records of all meetings for retention and tenure purposes will be kept, including a record of the number of yes, no, and abstention votes.
5. The president may award tenure to a faculty member at the time of appointment. A faculty member may also request tenure earlier than the normal period of probationary service of six years.
6. The Working Personnel Action File (PDS/One-of-a-kind file) shall include all required forms and documents, all information specifically provided by the employee being evaluated and information provided by faculty, students and academic administrators. It shall include all committee and administrative evaluations from the current cycle and all rebuttal statements and responses. Past evaluations shall be included also.
7. No faculty member shall serve on more than one committee level of peer review in an academic year.
8. Any candidate may appeal the department committee's or the department Chairperson's recommendations directly to the College Personnel Committee.
9. No absentee ballots or proxies will be allowed. Members of the department on leave shall be eligible to vote. These members must be notified of meetings and must be present at those meetings to vote.
10. All candidates for retention and tenure shall receive written notice of the decision of the appropriate committee along with information on the strengths and weaknesses of their performance.
11. In each case of recommendation there must be two separate recommendations: One recommendation by the Chair of the CCS Personnel Committee and one recommendation by the Chair of the department. If the department chair makes a recommendation for a promotion or tenure review separate from the committee, the chair may not participate in the committee's deliberations. All members of the committee must have the approval to see and approve of the letter sent by the committee before it is sent to the candidate or the dean's office.
12. All evaluations regarding the weight of teaching effectiveness, professional growth, and service to the university must accord with Senate Policy and the definitions of criteria.

13. A first or second year probationary academic employee may be terminated, with proper notice, at the end of that college year. Terminal appointments shall be limited to probationary faculty who have received a minimum of three years of probation.

14. The Tenure Committee shall inform candidates of the procedures to be followed if the candidate wishes to appeal or file a grievance concerning the recommendation s/he has received.

II. STATEMENT ON AFFIRMATIVE ACTION

It is the policy of this department to practice affirmative action through the entirety of its personnel proceedings. Women and minority candidates shall be explicitly invited to apply for all vacant positions, and every candidate will be measured solely on the basis of professional qualifications.

III. COMMITTEES RESPONSIBLE FOR DETERMINING RECOMMENDATIONS

A. The Personnel Committee for the Chicana and Chicano Studies Department is elected annually by the full-time tenure-track faculty of Chicana and Chicano Studies. There shall be no more than six members of this Committee. Faculty members teaching in the program shall participate in all deliberations except for personnel matters.

B. Reappointment, Retention, Tenure Committees

Recommendations for granting retention or tenure are determined by the Tenure Committee which consists of all tenured members of the department. The department will have two committees; for reappointment/tenure as well as for promotion. In the event that insufficient faculty is available within the department, additional faculty from the College of Arts and Letters will be elected by the department.

IV. PROCEDURES EMPLOYED BY THE RECOMMENDING COMMITTEES

The committee shall meet well in advance of the University deadlines for recommendations and shall follow the criteria specified below. Each of the committees shall elect a chairperson. After the deliberations are completed, the chairperson of the Personnel Committee shall inform every candidate in writing of the decision concerning her/him, in the case of all decisions on retention, tenure, or promotion, written statement of the specific reasons for the decision will be sent to the candidate.

V. CRITERIA CONSIDERED BY THE RECOMMENDING COMMITTEE

Criteria for evaluating candidates for retention, tenure or promotion are the three “Basic Criteria” approved by the Senate and published in the Faculty Handbook: teaching effectiveness, professional growth, and service to the university. Minimum standards must be met in all three areas: teaching effectiveness is the primary consideration in personnel decision. In no case shall service to the university be weighted more heavily than teaching or professional growth.
1. **Teaching Effectiveness.** The committee shall consider such criteria as the candidate's performance on all student evaluations (for more than one semester, if possible); her/his professional preparation; the years and quality of teaching experience; materials utilized in all courses such as syllabi, reading lists, handouts, and teaching honors. No testimony shall be accepted without documentation.

2. **Professional Growth.** The committee shall consider such criteria as publications, research or projects recently completed or in progress, papers delivered at professional meetings, professional honors, recognition in the field, and other evidence of merit. Each candidate will be responsible for presenting the committee with specific evidence of professional growth, all of which will subsequently be forwarded to the College of Arts and Letters committee as documentation.

3. **Service to the University and Community.** The committee shall consider such criteria as service to the department, college, university, and state committees; membership and participation in local, state, and national professional organizations; service in faculty organizations; public lectures; conferences; and other community service, and such service shall be given strong emphasis. Members lacking the Ph.D. degree but otherwise eligible will be recommended, in all but exceptional circumstances, for tenure only contingent upon completion of the degree.