

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

**Amendment L to University Policy S15-7 Retention, Tenure  
and Promotion (RTP) for Regular Faculty Employees:  
Procedures**

**Legislative History:**

At its meeting of September 11, 2023, the Academic Senate approved Amendment L to University Policy S15-7 presented by Senator French for the Professional Standards Committee. This proposal would add language to S15-7 to clarify the culmination of the RTP process.

**Signed and approved by President  
Cynthia Teniente-Matson, President,  
San José State University on September 18, 2023.**

**Amends:** University Policy S15-7

**Rationale:** On April 13, 2020, Professional Standards presented a report to the Academic Senate containing 15 recommendations for improvement in the implementation of SJSU's RTP policies ("Report to the Senate: Improving Implementation of San José State University's Retention, Tenure, and Promotion Policies"). These recommendations were in response to feedback to the committee from constituents. This feedback included concerns about errors in the timeline of recommendations in academic year 2018-19. In addition, Presidents in the CSU are permitted to delegate the final decision-making authority in tenure, and in recent years SJSU has experienced both alternatives (delegated authority and non-delegated authority). In its 2020 report, Professional Standards recommended clarification of the culmination of the RTP process in policy. This policy recommendation would simplify the language in S15-7 to make the timeline for delivery of, and, if required, explanations for, final decisions clear regardless of who holds that authority in a given year.

**Resolved** That sections 3.4 – 3.6 of S15-7 (Retention, Tenure and Promotion for Regular Faculty Employees: Procedures) be modified as follows:

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3.4.6 When delegated by the president, the Provost will make the final decision. If not delegated in this way, the Provost shall make a recommendation to the President in any case reviewed by the university committee. Any such recommendation shall be made in writing and included in the dossier, with a copy sent to the candidate, the college dean and committee, and the department chair and committee.

### 3.5 Periods of Review

3.5.1 For retention and tenure candidates, the period of review shall begin with appointment to probationary service and continue to the time of the review.

3.5.2 For promotion candidates, the period of review shall begin on the closing date specified for the last successful promotion, or, if there has been no prior promotion, on the date of the initial appointment to tenure-track service and continue to the time of the review.

3.5.3 The period of review shall include the years for which any service credit was awarded.

### 3.6 Final Decisions

3.6.1 The President has the authority to continue faculty members on probationary status, grant tenure, and grant promotions, though the President may choose to delegate this authority to make final decisions in whole or in part to the Provost.

3.6.2 Announcement of final decisions. Second-year probationary faculty shall be notified of the final decision regarding retention by February 15. Other probationary faculty shall be notified of the final decision by June 1; if terminated, third-through-sixth- year probationary faculty shall receive a terminal year appointment.

3.6.3 The candidate shall be notified in writing of the final decision and the reasons for that decision. A copy of the decision shall be given to the faculty member and all review levels and shall be placed in the candidate's personnel file. When the recommendation is contrary to the recommendation of the university committee, a statement of reasons shall also be given in writing.

3.6.4 When the final decision is not consistent with the recommendation of the university committee, the President, or the Provost if so designated, shall meet with the committee to discuss the reasons for the action.

**Approved:** August 28, 2023  
**Present:** French (chair), Kazemifar, Lacson, Chen, Pendyala, Raman, Riley, Smith  
**Absent:** Barrera  
**Vote:** 8-0-0  
**Workload impact:** A very small increase in workload for the Provost in years when they make the final RTP decisions (as they will have to meet with the University RTP Committee in lieu of the President).