Probationary Years for Advance Standing Toward Tenure

The Office of the Provost sends notices to first year tenure track faculty of their eligibility for advanced standing toward. A faculty member may elect to be placed in a higher probationary year (PY) by written notification to the Office of the Provost by **April 15**. The highest PY choice is PY5.

If the faculty member chooses a probationary year other than PY2, he/she may satisfy the written notification requirement by completing and returning a signed form to the Office of the Provost by April 15. The individual will be issued a letter stating your eligibility for a higher probationary standing. You cannot elect a higher year than your eligibility.

All faculty in retention year (RY) two, regardless of PY, submit their retention portfolios with all other RY2 and PY2 faculty.

Contract Statement on Tenure and Advanced Standing

Article 22.6.b – Years of Service: An employee can advance toward tenure by receiving advanced standing in years of service for full-time work performed at a baccalaureate degree-granting institution of higher education. This advance standing is based upon full-time teaching or professional service earned at the time of their initial appointment at CSU as indicated on the personnel documents submitted for hiring.

An employee who is eligible for placement in a higher probationary year and who elects to be placed in a higher year must notify the Provost’s Office in writing by April 15 of the first year of full time employment. This election is made once and cannot be changed. All faculty members in their second retention year (RY2) submit their portfolios in that year regardless of their probationary year (PY) standing. If successfully retained in RY2, they move to the advanced standing year (PY) during their next evaluation. This means that all PY2, PY3, PY4 and PY5 faculty submit portfolios together as RY2 faculty. Those in PY3, PY4 and PY5 will be evaluated at the higher standards and if success in RY3 will move into the review periods with their respective new PY standards, e.g., faculty in PY4 move forward with all other PY4 for next evaluation as PY5 candidates and RY2 candidates evaluated as PY5 will move to tenure review.

Faculty members apply for tenure when they reach PY6. Those with advance standing move forward without seeking tenure by exceptionality unless they skip a PY and seek it early after achieving PY4. If so, they apply for tenure before the sixth probationary year on the basis of exceptionality to years of service.

Under the exceptionality clause to either the educational requirement or years of service (22.7.a), tenure may be sought in the 3rd, 4th, 5th or 6th year of full-time service in the bargaining unit. The employee is responsible for notifying the department and the Contract Administrator of this decision by the time stated in the University Personnel Timetable. The request states that the individual is deferring consideration for retention and submitting a portfolio for tenure. Under the exceptionality clause. If a faculty member seeks tenure and is not in their final probationary year (PY6) and the DPC and/or the chair gives a negative decision, further evaluation for early tenure stops until the next evaluation period. The employee must petition for consideration as a regular retention year candidate. The faculty member can submit a portfolio for normal retention and be retained if they meet their regular retention/probationary standards. If the employee is in the final PY and a negative decision is reached by the DPC and/or chair, the portfolio review process continues and the portfolio is sent forward. A terminal contract will be granted for the next year if the final decision rendered by the President of the university is negative or tenure is granted based upon the merits of the portfolio.