

**STUDENT SERVICES PROFESSIONAL, ACADEMIC RELATED,
RETENTION, TENURE AND PROMOTION
(SSP, AR, RTP)**

PROCEDURE

Implementation Date: 08/22/00

Revised: 00/00/00

1.0 Introduction

The policy presented herein establishes the standards for probationary faculty unit personnel known under the classification of Student Services Professional, Academic Related (SSP, AR). This policy does not cover temporary SSP, AR personnel, the recruitment of SSP, ARs, granting of doctoral equivalencies, layoffs, review procedures for PSSI, and certain other CBA articles specific to SSP, ARs.

2.0 Mission Statement

The guiding principles for the interpretation of these SSP, AR standards for retention, tenure and promotion are those enumerated in the University Mission Statement as well as in the definition of the responsibilities specific to the SSP, AR Appointees (see Classification and Qualification Standards, Student Services Professional, Academic-Related Series, 11-1-83, 0-1).

3.0 Procedures

“Faculty Personnel Policies and Procedures for Retention, Tenure, and Promotion” specifies the retention, tenure, and promotion procedures covering all Unit 3 personnel. This document addresses only unit standards and does not repeat procedures already covered in the University RTP document.

4.0 Scope of Standards

Paragraph V.C.3.a of the University RTP policy requires evaluation of “Teaching Performance, Scholarly and/or Creative Activity, and Service.” For SSP,AR standards these categories shall be replaced by: Professional Performance; Professional Development; and Service to the Department, Division, University and Community.

5.0 Standards

The criteria for evaluation of SSP, ARs are tailored to meet the characteristics of the profession of the SSP,AR and the qualities and responsibilities appropriate for SSP, ARs. The primary standard for evaluation is the SSP, AR’s performance within the criteria of the University Mission Statement and the definition of the responsibilities specific to the SSP, AR appointees as manifested in the candidate’s job description, which each candidate will include in his/her WPAF.

A candidate for tenure and/or promotion at CSU, San Marcos shall show sustained high quality achievement in support of the Mission of the University in the areas of (a) professional performance, (b) professional development and (c) service to the department, division, university and community. While excellent professional performance is the primary standard, professional performance alone is not sufficient for retention, tenure, or promotion. Excellence in professional performance must be documented, and excellence

in at least one of the other areas, with at least satisfactory performance in the remaining area, must also be documented.

5.1 Professional Performance

Because the SSP, AR classification is flexible enough to potentially include professionals with varied responsibilities in the university, the standards that apply to Professional Performance will be drawn directly from each employee's position description. Sections 4 and 5 of the employee's Staff Position Description lists in detail the Major Responsibilities and the specific Duties within each, as well as the relative importance of each Major Responsibility to the position. Those major Responsibilities and Duties that pertain to the delivery of services within the employee's profession (as opposed to those that pertain to the categories of "Professional Development" and "Service") will be specifically utilized as standards of Professional Performance.

5.2 Professional Development

It is essential to the University's mission that each SSP, AR demonstrates continued commitment, dedication, and growth as a member of his or her profession. Thus, it is essential that SSP, ARs conform at a minimum (where applicable) to state-mandated requirements for continuing education to maintain high professional and ethical standards. Such continuing education must consist of courses approved by state and/or national professional accreditation boards. Professional development activities include, but are not limited to:

5.2.1 Staying current in the field of academic student service professionals and one's specific areas of responsibility through attendance at meetings, conferences, seminars, reviewing professional literature; where appropriate, maintaining state-mandated continuing education requirements.

5.2.2 Participating actively in professional groups at local, regional and/or national levels.

5.3 Service to the Department, Division, University and Community

This area includes but is not limited to:

5.3.1 Performing administrative responsibilities such as budget management, program development and assessment, and services planning.

5.3.2 Serving on campus committees, Academic Senate, etc.

5.3.3 Serving consultative and training functions for university departments in areas of expertise.

5.3.4 Performing service to outside communities, where appropriate and as resources permit, e.g., by lending expertise to professional organizations, community non-profit and governmental agencies and task forces, by participating in community service learning, etc.

6.0 Appointment and Ranks of SSP, AR

6.1 Qualifications for appointment

Minimum qualifications typically required include possession of an appropriate terminal degree, e.g., either a doctorate in behavioral sciences, counseling, psychology or a specific related academic field or a California license as a Psychologist, Marriage and Family Therapist (MFT) or as a Clinical Social Worker.

6.2 Rank

Probationary and tenured SSP, ARs are appointed at levels I, II, or III.

6.2.1 SSP, AR Is perform professional Student Services work requiring completion of advanced professional training in their specialty area within Student Services.

This is the entry level for a fully trained professional whose background includes the possession of the appropriate degree, internship or practicum experience, and some directly related work experience.

6.2.2 SSP, AR IIs perform professional Student Services work requiring completion of advanced professional training and significant work experience in the specialty area. SSP, ARs at this level must be fully trained and experienced professionals whose work demonstrates complete competence and leadership within the department to which assigned. They must demonstrate leadership in the field by establishing and maintaining effective relationships between the assigned program and other related professional services; by training student paraprofessionals and other employees who are actively involved in staff and leadership roles such as residence hall advising, academic advising, orientation advising, and supervision for students enrolled in graduate programs in the social and behavioral sciences; by assisting campus offices and groups in the process of goal setting, participative planning and decision making, conflict resolution and the clarification of role relationships; and by independently performing assigned duties in a highly competent manner.

6.2.3 SSP, AR IIIs perform professional Student Services work of unusual difficulty requiring completion of advanced professional training and extensive work experience in the specialty area. SSP, ARs at this level are fully trained and experienced professionals whose work demonstrates leadership to the campus and provides contributions to Student Services and related fields. They must demonstrate a high degree of excellence in professional leadership situations or positions, by contributing to the field through activities such as presentations at professional conferences; furnishing responsible professional opinion to other SSP, ARs or faculty members about a variety of specific complex cases; revising and adapting established professional tools and achievement of related program goals and integrating same with other priorities; and independently performing duties in a fully competent manner.

7.0 Evaluation

7.1 Working Personnel Action File (WPAF)

A Working Personnel Action File (WPAF), containing all required forms and documents and all information provided by the individual being evaluated, is created for use each time that individual is evaluated. The file shall include **all** evaluations and rebuttal or response statements submitted since the first year at CSUSM.

The WPAF shall contain¹:

- 7.1.1 Table of contents/index for the WPAF supporting documentation.
- 7.1.2 Curriculum vita.
- 7.1.3 A job description of the current position.
- 7.1.4 A narrative summary/self-evaluation that addresses the standards for review i.e., professional performance, professional development, and service to the University and/or community. Narrative should reference supporting documentation where appropriate and include discussion of each area in the job description. These will include discussion of each of the Major Responsibilities and Duties within each area. Credit for prior experience will be evaluated and specified (in writing, together with a timeline for gaining tenure/promotion) by the Vice President for Student Affairs (or his/her designee) at the time of initial appointment.
- 7.1.5 Written evaluations and recommendations from all the review committee(s) and equivalent unit administrator at each level of review. For probationary SSP, ARs being considered for retention, promotion, and/or tenure, and tenured SSP, ARs applying for promotion, shall contain all faculty and administrative evaluations and supporting documentation.
- 7.1.6 A copy of the CSUSM SSP, AR RTP document.
- 7.1.7 Letters from outside evaluators (see 15.12 and CSUSM RTP Document, pages 4-5), where applicable.
- 7.1.8 All rebuttals or responses by the SSP, AR candidate.
- 7.1.9 Supporting documentation arranged and labeled to correspond with the standards for review.
- 7.1.10 Other achievements the candidate wishes to submit.

8.0 Procedures for Review and Election of Peer Review Committee

8.1 Peer Review Committee.

The Peer Review Committee shall participate in performance reviews and periodic evaluations of all individuals subject to the policy and shall submit a signed recommendations/evaluations that include, in writing, the reasons for their recommendations. The Peer Review Committee shall be composed of three, full-time, tenured SSP, AR IIIs.

- 8.1.1 Until there is an eligible pool (4 or more SSP, ARs) at CSUSM to constitute a PRC, the committee shall be constituted as follows:

¹ also see CSUSM's Administrative Guidelines for RTP

- At least 1 SSP, AR from CSUSM,
- Up to 2 SSP, ARs from another campus and/or up to 1 faculty member in a related discipline.

8.1.2 SSP, ARs being considered for promotion are ineligible for service on promotion or tenure peer review committees. It is the responsibility of the Senior Director of Health, Counseling, and Disability Services to arrange for the election of a PRC for those SSP, ARs in Student Affairs and it is the responsibility of the dean to arrange for the election of an SSP, AR PRC for those SSP, ARs in Academic Affairs.

8.2 Responsibility of the Dean or Senior Director

The appropriate Dean or Senior Director makes a signed evaluation and recommendation, which shall include in writing the reasons for the recommendation.

8.3 Responsibility of the RTP Committee

University RTP Committee makes a signed evaluation and recommendation, which shall include in writing the reasons for the recommendation

8.4 Responsibility of the Vice President for Student Affairs

The Vice President for Student Affairs shall submit a signed recommendation that shall include in writing the reasons for recommendation.

9.0 Conflicting policies

In case of conflict between the SSP, AR RTP policy, the University’s RTP policy, and or the Collective Bargaining Agreement:

- 9.1 The Collective Bargaining Agreement shall take precedence over the University RTP policy; and
- 9.2 The University’s RTP policy shall take precedence over the SSP, AR RTP policy.

Steps in the RTP Review Process for SSP,ARs Faculty

