FAQs Evaluation of Faculty with Service Credit

Questions have arisen regarding the evaluation of Faculty with service credit. This document is intended to help answer these questions, with the goal of complying with the Collective Bargaining Agreement and CSUSM evaluation policies.

1. **What is service credit?**

   Service credit is defined as follows by the University RTP Policy:

   > Service Credit: the President, upon recommendation of the Dean/Director after consulting with the relevant department or equivalent unit, may grant to a faculty unit employee up to two (2) years of service credit for probation based on previous service at a post-secondary education institution, previous full-time CSU employment, or comparable experience.

2. **When is service credit determined and offered?**

   Service credit is determined and offered at the time of hire for tenure track faculty. It must be documented in the offer letter hiring the faculty member. The University RTP Policy states: "Tenure-track probationary faculty may be given credit for a maximum of two years of service. The amount of credit allowed shall be stipulated at the time of employment and documented in a letter to the faculty member. This letter shall be included in the file."

3. **What is the RTP schedule for a faculty member awarded service credit?**

   The University RTP Policy explains "If one year of service credit is given, the review process begins with the first periodic evaluation in the Candidate's first year at CSUSM. If two years of service credit are given, the review process begins with a third-year level review. The mandatory promotion and tenure decision is shortened by the number of service credit years given. (CBA 13)" The evaluation timetable for faculty with service credit can be found in Appendix J and K of the University RTP policy.

4. **Can Faculty awarded service credit go up for early tenure?**

   Faculty with one-year service credit can request early tenure, but not prior to Year Four at CSUSM. Faculty with two-years service credit are unable to request early tenure. This is per the University RTP Policy with states: "At CSUSM, early Promotion and Tenure may not be requested prior to Year Four for those with service credit." The Policy explains "Six years are typically required to establish a sustained record of excellence in teaching, scholarship, and service at CSUSM. However, a Candidate may request consideration for Promotion and Tenure prior to the sixth year of service (CBA 13, 14). At CSUSM, early promotion and tenure may not be requested prior to Year Five for those without service credit, or prior to Year Four for those with service credit."

5. **How should/must the Candidate address service credit in their Working Personnel Action File (WPAF)?**

   The Candidate must address service credit and accomplishments from the years for which service credit was awarded in the following ways per the University RTP Policy:
   - The candidate must include the letter they received at hire stipulating the number of years of service credit.
   - "…[T]he Candidate should include evidence of accomplishments from the years for which service credit was awarded."
   - Regarding reflective statements, "Where a candidate was awarded service credit at an initial appointment, the statements should also describe the candidate's accomplishments from the years for which service credit was awarded."
   - In their tenure and promotion memorandum, Candidates must "state any special conditions of initial appointment, such as award of years of service credit or completion of terminal degree."

6. **Must evaluators consider work for which the faculty member has been given service credit? Including in the first review of the Candidate?**

   a. Yes. Work from the time frame for which the faculty member has been given service credit should be included in the faculty member's WPAF and must be considered by evaluators. This is true from the Candidates initial appointment.

7. **How should evaluators address the shortened time frame in their recommendation?**

   A goal of the RTP process is to provide feedback on progression towards tenure and promotion. Reviewers should consider the information contained in the WPAF, including accomplishments from the period for which service credit was awarded, and provide feedback as to whether appropriate progress is being made.