

To: RTP Committees (all levels), Department Chairs, Deans
From: Melinda Barnard, Vice Provost

Re: **Eligibility for membership on RTP Committees**

Eligibility for membership on Reappointment, Tenure and Promotion committees is determined by the RTP Policy (RTP) and the Collective Bargaining Agreement (CBA).

<http://www.sonoma.edu/uaffairs/policies/rtp.htm>

http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/CFAtoc.shtml

- Members of any RTP committee must be tenured, full-time faculty. (RTP I.F.2.b, I.F.3.a, I.F.5.a; CBA 15.2, 15.38)
- At the request of a department, the President may agree to permit faculty participating in the Faculty Early Retirement Program (FERP) to run for election for membership on any level peer review committee. However, these committees may not be comprised solely of faculty participating in FERP. (CBA 15.2, 15.38)
- A committee is composed of three or more eligible faculty. When there are insufficient eligible members to serve on a peer review committee, the department shall elect members of appropriate rank from a related academic discipline. (RTP I.F.2.b; CBA 15.38)
- RTP committee members shall serve the following terms: department – at least one year; school – staggered two year terms; University – staggered three-year terms. (RTP I.F.2.a, I.F.3.b, I.F.5.a)
- Faculty may not serve on more than one committee level of review in the same academic year. You may serve on more than one department committee, but not both a department and a school committee. (RTP I.F.1; CBA 15.39)
- If a department chair chooses to make a separate recommendation as part of a review process, he or she shall not participate as a member of the department RTP committee. (RTP I.F.2.b; CBA 15.21, 15.37)
- Members of the URTP committee must be full professors (or equivalent); associate professors (or equivalent) may serve on department or school RTP committees but they must have a higher rank than those being considered for promotion. (RTP I.F.2.b, I.F.3.a, I.F.5.a; CBA 15.40)
- Faculty who are being considered for promotion are ineligible for service on either promotion or tenure RTP committees. (CBA 15.40)