



# CAL STATE EAST BAY

## Department Chair Checklist to Assure Probationary Success for New Tenure-Track Faculty (formerly Faculty Development Plan)

1. The Chair should meet with their new faculty within 3 weeks of the start of their first Fall Semester.
2. At that time, please provide the new faculty member with a copy of the RTP guidelines and ask that they sign the acknowledgement contained in Appendix A. The signed document is sent to Academic Affairs and placed in the PAF.
3. The chair should review the criteria in section 4 of the RTP document and explain any college-specific or department-specific criteria; at that time, student evaluations should be explained to the new faculty member.
4. The Chair should review with the new faculty member the assigned time available to them (generally 1 course off each of the first 4 semesters of employment).
5. The Chair should discuss the faculty member's research plans and the plans they have to use their start-up funds (if any have been allocated).
6. The Chair should discuss any travel plans the faculty member may have and explain how travel is processed at East Bay. If a faculty member plans to travel abroad, an authorization form must be signed by the Provost 50 days prior to the trip and by the President at least 45 days prior to the trip; hotel rooms are limited to \$275 a night; and ALL travel should receive preauthorization.; hotel rooms are limited to \$275 a night; and ALL travel should receive preauthorization.
7. If possible, the Chair should help the faculty member find a mentor within the department or make a standing appointment with the new faculty member (once a month in year 1).
8. The following campus resources should be discussed with the new faculty member: Faculty Development, Office of the Online Campus, Office of Research and Sponsored Programs, IT services, Student Conduct, Student Health Services, the Office of Academic Affairs.
9. Retention letters should be explained to the faculty member. In the first year, the review is rather brief but things ramp up swiftly. Careful attention must be paid to teaching, research, and then university service and community service. Please explain to the new faculty member the types of university service that exist and ask how they would like to get involved.
10. If any very specific questions come up, please refer the new faculty member to Academic affairs (if appropriate) or to H.R. (if regarding benefits, special leaves, etc.)

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Acknowledged by, Chair

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Date