ARTP Workshop for Secondary Committee Members

November 3, 2023
10:00 am – 12:00 pm

Before we begin...

▶ Workshop is being recorded for future reference.

▶ These PowerPoint slides, Zoom recording, and the link to our instructional "Video: Reviewing a Digital WPAF" will be posted on the college intranet.

▶ I will try to answer pressing questions as we proceed through the workshop but would prefer to answer more general questions at the end.

Workshop Goals

1. Select a Peer Review Committee representative

2. Review the Secondary's Role in the ARTP process

3. Explain WPAF contents and how to use a OneDrive WPAF

4. Determine sub-committee chairs and a plan of action

By show of "Raise Hand"...

1. Who has served on a secondary committee before?

2. Who has NOT used a digital/OneDrive WPAF at all?

University ARTP
Peer Review Committee (PRC)

▶ OFA requests each college's secondary committee to select a represent to serve on Peer Review Committee per UARTP Policy:

  ▶ *Section 4.03.F. calls for the establishment of a Peer Review Committee to review requests for late submission of materials to Working Personnel Action Files.*
  The Peer Review Committee consists of "one member from each secondary committee, chosen by the secondary committee."

▶ The committee reviews requests for late submissions, re-opening of files post-closure, etc.

▶ Minimal workload throughout the year – no meetings – all done via email. Cases pending...

*We are past due in submitting our representative and cases are pending

RTP Workflow & Process

WPAF closed with department chair

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Primary Department-Level Review and recommendation (some departments also have independent chair review)

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SECONDARY COLLEGE-LEVEL REVIEW and RECOMMENDATION

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College Dean Review/Evaluation

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Provost University-Level Evaluation for 4th year/tenure and promotion files

All RTP communications and processes will be electronic for the 2023-2024 Evaluation/Retention Cycle.

As custodian of the WPAFs, the college controls access to digital WPAF for faculty members and each level of the RTP review.

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Provost University-Level Evaluation for 4th year/tenure and promotion files

1. At each point in the review process, access to digital WPAF is closed to the faculty member, former level/committee.
2. Next level of review is then given access to digital WPAF. Recommendation letter(s) and rebuttal statements, if any, from the previous level are uploaded to the "Current RTP Evaluations" folder.
3. Process repeats as outlined above.
4. When completing the recommendation letters, the committee chairs should email them to AD Wilson Ramey (mwilson@csus.edu) and cc Sharon Hopkins-Bright (hopkins-bright@csus.edu)
5. College staff distributes recommendation letters to candidates via email at the conclusion of each review cycle.

Committee Charge

- Evaluate the <u>content</u> of the WPAF and the assembly/inclusion of required materials.
- Department Policy/Primary Committee <u>provides the context</u> and reviews the <u>disciplinary</u> merit of WPAF. Examples:
  - ✓ Creative/Scholarly Activity: Analogous Disciplinary Terminology for Peer-reviewed = Juried = Invited = Curated
  - ✓ Community Service: Coaching English Professor's Daughter's Basketball Team vs. Dance Faculty Teaching Yoga in a local community center.
- WPAF content not same across departments.

Additional Information

▶ Faculty Development Plans may address certain specifics whereas others may not.

▶ Supporting Documents may fall into more than one category. Some departments recognize this as an achievement/credit in each area provided that the faculty member clearly states how the document/service/activity shows evidence of achievement in each respective category. For example, an item could fall under both scholarship and service:

- Publishing a book (Scholarship) and giving a book talk at the public library (Community Service).

- Directing a play (Creative Activity) at a community theatre (Community Service).

Additional Information

▶ Digital WPAFs include materials for the current cycle only, i.e. AY 2022-2023.

▶ Faculty going up for Tenure/Promotion may include "greatest hits" from time of appointment/promotion.

▶ Faculty upload documents into respective folders and/or provide live/accessible hyperlinks on Index to identify/reference online materials.

▶ Name uploaded files/supporting documents using this format:

DEPT_Last Name, FirstInitial_AreaIndex#.xxx

Digital PAF
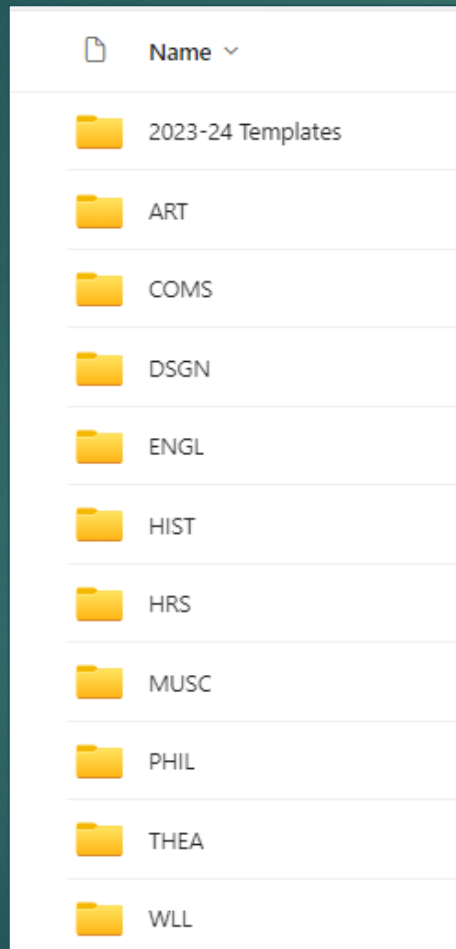
The day file access is granted, subcommittees will receive an email that includes:

1. List of faculty WPAFs your subcommittee is to review;
2. Link to digital WPAFs with "read only" documents;
3. Recommendation letter template for your respective committee;
4. Instruction Booklet.

Note to committee chairs - these templates are in the "WPAFs Under Review"> "2023-24 Templates."

Digital PAF

📄	**Name** ⌄
📁	2023-24 Templates
📁	ART
📁	COMS
📁	DSGN
📁	ENGL
📁	HIST
📁	HRS
📁	MUSC
📁	PHIL
📁	THEA
📁	WLL
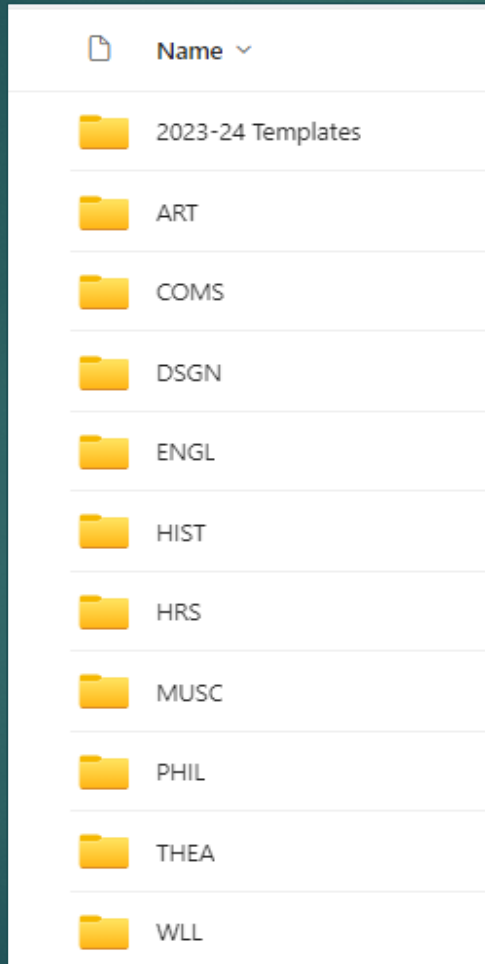
If the committee needs to request/obtain materials listed in the Index:

1. The committee chair must send an email to AD Wilson Ramey and cc Sharon Hopkins-Bright at with the specific request.

2. We will contact the faculty member, allow them 48 hours to provide the item electronically, and upload it to the digital WPAF.

3. Committee can only request items listed in the Index.

Digital WPAF Access Log
"Green form" from hard binder days

Each digital WPAF has its own Access Log that you **must** "sign" **every** time you open the WPAF.

1. Open the Access Log file (at the bottom of the WPAF folder)

2. Type your name and date on the next available line.

Submitting Secondary Recommendation Letter

Committee Chair must

1. Sign recommendation letter (formatted according to the template) on behalf of the entire committee.

2. Save the signed letter as a pdf document using either Adobe Acrobat or Adobe Sign.

3. Email signed pdf to AD Wilson Ramey cc'ed to Sharon Hopkins-Bright for distribution to faculty.

COLLEGE OF ARTS AND LETTERS
SECONDARY ARTP COMMITTEE

TO: Sheree Meyer
           Dean, College of Arts and Letters

FROM: XXXXXXX, Chair
           Arts and Letters Secondary ARTP Committee B, C or D

DATE: December 9, 2020/March 10, 2021

SUBJECT: Recommendation for Retention of P-2/3/5 Faculty:
           Assistant Professor XXXXXXX
           Department of XXXXXX

The Secondary ARTP Committee (B, C or D) of the College of Arts and Letters reviewed the Working Personnel Action File of Professor XXXXX who is recommended for retention by the Primary ARTP Committee of the Department of XXXXX. After careful evaluation of the documentation in the file, our Committee (unanimously) agreed (disagreed) with the recommendation of the primary level that Professor XXXXXX be granted a third probationary year.

Teaching Effectiveness

Scholarly and Creative Achievements

Contributions to Department/College/University

Contributions to Community

I hereby certify that the secondary level ARTP procedures were followed.

cc: Candidate, Assistant Professor, Department of XXX
        XXX, Department Chair, Department of XXX
        XXX, Primary Committee Chair, Department of XXX

Secondary Committee Assignments

- ✓ Secondary Committee is divided into 4 subcommittees

- ✓ No more than 2 members from same department

- ✓ If you are on your department's primary ARTP committee, then you may not review files from your department. You must completely recuse yourself from those conversations/recommendations. However, if you are not on your department's primary, then you may review files from your department.

- ✓ You may only serve on tenure/promotion subcommittee if Full Professor.

- ✓ In breakout rooms: 1) Elect your subcommittee chair who is the point of contact for Sharon, schedules/leads meetings, and supervises completion of recommendation letters and 2) Outline plan of attack.

Secondary Subcommittees

	Subcommittee A	Subcommittee B	Subcommittee C	Subcommittee D
Rank & # of Files	P2 & P3* (8 files)	P3 & P5 (6 files)	P4 & P4* (5 files)	Tenure/Promotion P5, P5*, P6, PTF (7 files)
Release and Due Dates	M 11/13/23 Access; W 12/6/23 due	T 1/2/24 Access; T 1/23/24 due	F 11/3/23 Access; M 11/20/23 due	M 1/2/24 Access; T 1/23/24 due
Hard deadline for letters to college	Friday, 12/8/23, by 5:00 p.m.	Thursday, 1/25/24, by 12:00 p.m.	Wednesday, 11/22/23, by 12:00 p.m.	Thursday, 1/25/24, by 12:00 p.m.
Faculty Subcommittee Members	Williams, Pete (ART)	Perkins, Scott (MUSC)	Morse, Matthew (MUSC)	Stitt, Carmen (COMS)
	Lindsay, Anne (HIST)	Ludwig, Mark (COMS)	Connelly, Andrew (ART)	Lee, Hellen (ENGL)
	Bota, Miguel (WLL)	Gale, Elaine (COMS)	Doyno, Mary (HRS)	*Cohen, Aaron (HIST)
	Kim, Euisuk (WLL)	Burke, Chloe (HIST)	Gieger, Jason (ENGL)	Swan, Kyle (PHIL)
	*Toise, David (ENGL)	Bayne, Lorelei (THEA)	Poor, Nigel (DSGN)	Pratt, Richard (DSGN)

RESOURCES

Hyperlinks To ARTP Policies

- Collective Bargaining Agreement (CBA) for Unit 3 Faculty

- University Appointment, Retention, Tenure and Promotion (ARTP) Policy

- Sacramento State MOU on Interim RTP Process during COVID-19

- The College of Arts and Letters ARTP Policy

- The Department ARTP Policy

College of Arts & Letters

ARTP Coordinator Sharon Hopkins-Bright ext. 85099
Email: hopkins-bright@csus.edu

Associate Dean Melinda Wilson Ramey
Email: mwilson@csus.edu