College of Arts & Letters

Retention, Tenure & Promotion Workshop

September 9, 2023

2022-2023 Review Cycle

Before we begin...

1. This workshop is being recorded for future reference.

2. This PowerPoint presentation, College WPAF Instruction Booklet and links to videos will be made available on the A&L ARTP Process Resources page.

3. Feel free to ask questions throughout the workshop. Joe will be assisting me by fielding questions from the chat.

4. We will take a 7-minute break.

5. If you would like to make an appointment with me to review your digital file assembly, then please contact Joe Gallegos (j.gallegos@csus.edu) sign up for a time using the shared spreadsheet in the chat.

SACRAMENTO STATE
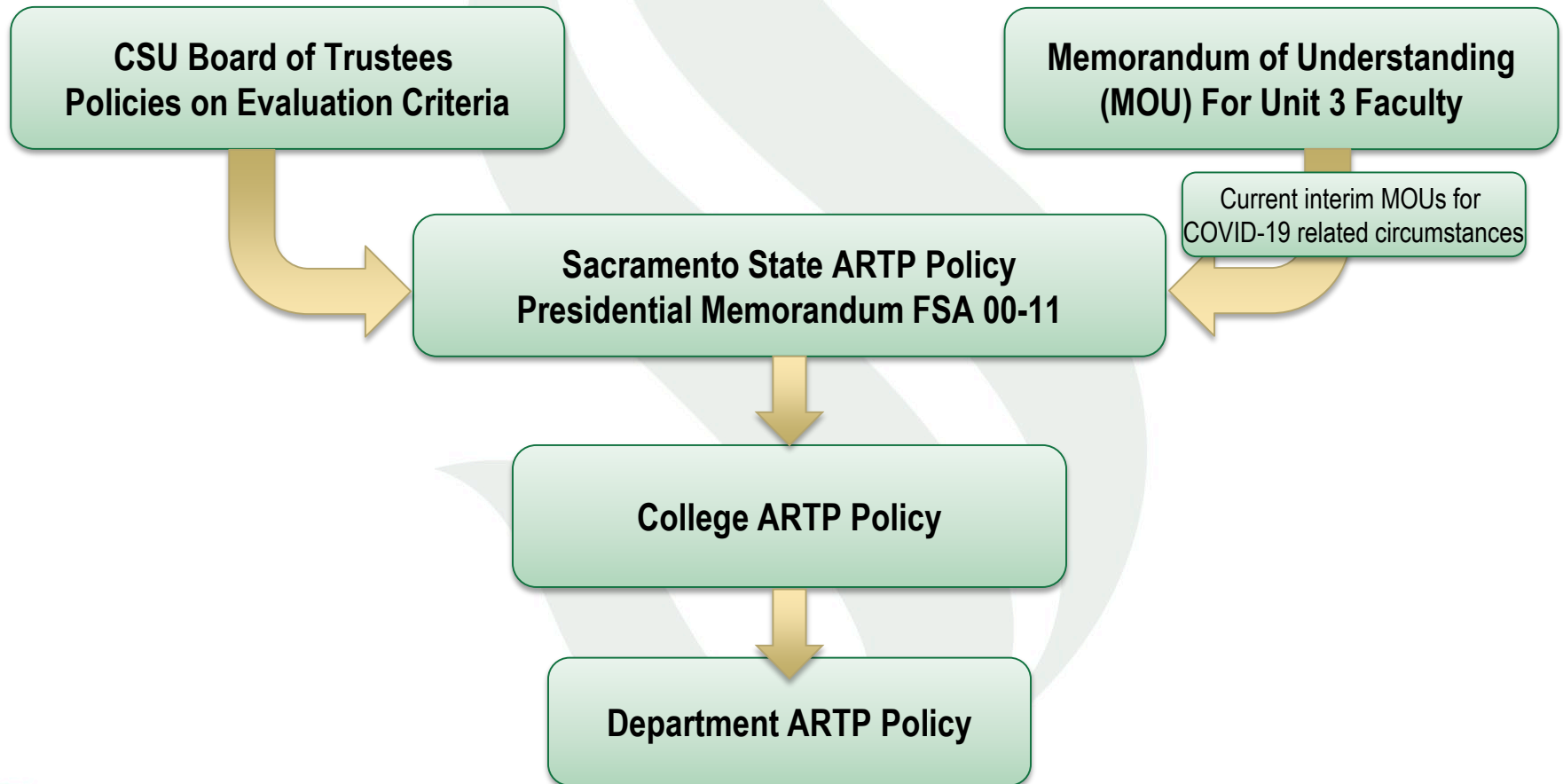*Redefine the Possible*

Workshop Purpose

- The purpose of this workshop is to provide an overview of ARTP policies and processes as well as detail the <u>ORGANIZATION</u> and <u>FORMAT</u> of the WPAF as required by the College of Arts & Letters

- The <u>CONTENT</u> of the WPAF is delineated in the UARTP, but more specifically in Departmental ARTP policies to which faculty should refer. You are highly encouraged to consult with your department chair throughout assembling your WPAF.

- If Departmental ARTP policies deviate from either the UARTP and/or the CBA, then the UARTP and/or CBA take priority.

- *Time to poll the audience!*

Retention, Tenure & Promotion (RTP) Policies

CSU Board of Trustees Policies on Evaluation Criteria

Memorandum of Understanding (MOU) For Unit 3 Faculty

Current interim MOUs for COVID-19 related circumstances

Sacramento State ARTP Policy Presidential Memorandum FSA 00-11
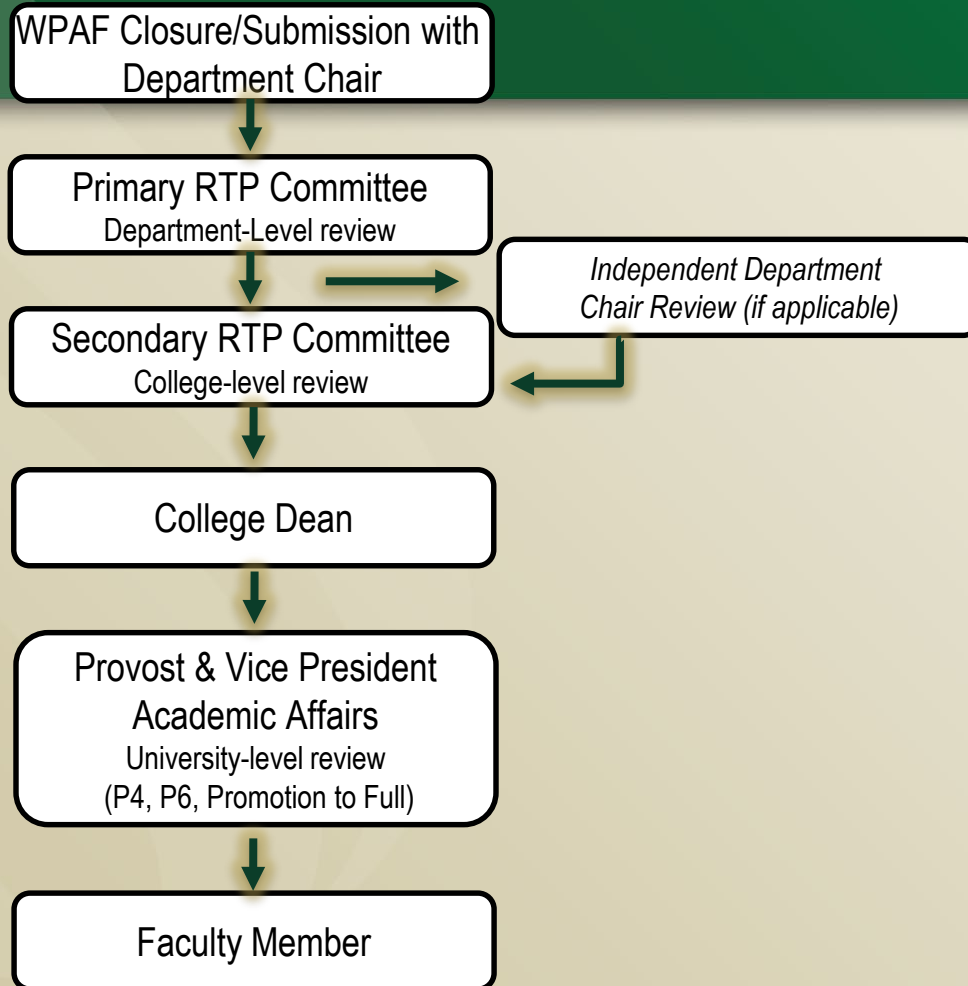
College ARTP Policy

Department ARTP Policy

ARTP POLICIES RESOURCES

- The Collective Bargaining Agreement (CBA) for Unit 3 faculty https://www.calfac.org/resource/collective-bargaining-agreement-contract-2014-2017#article-15

- The University Appointment, Retention, tenure and Promotion Policy (UARTP) https://www.csus.edu/umanual/hr/uartp%201-2013_final.pdf

- The College of Arts and Letters ARTP Policy https://www.csus.edu/college/arts-letters/internal/artp-process.html

RTP Workflow

WPAF Closure/Submission with Department Chair

↓

Primary RTP Committee
Department-Level review

↓ →

Secondary RTP Committee
College-level review

Independent Department Chair Review (if applicable)

↓

College Dean

↓

Provost & Vice President Academic Affairs
University-level review
(P4, P6, Promotion to Full)

↓

Faculty Member

The entire 2022-2023 Review Cycle process is digital via a dedicated One Drive portal.

- At each point in the review process, access to digital WPAF is granted and then rescinded by the Dean's office to the department chair, faculty member, and reviewers according to review cycle timeline.

- The faculty member receives review letters via email from the Dean's office and has 10 calendar days to submit a rebuttal if they so choose. All rebuttals must be addressed to Dean Meyer but emailed to AD Wilson Ramey.
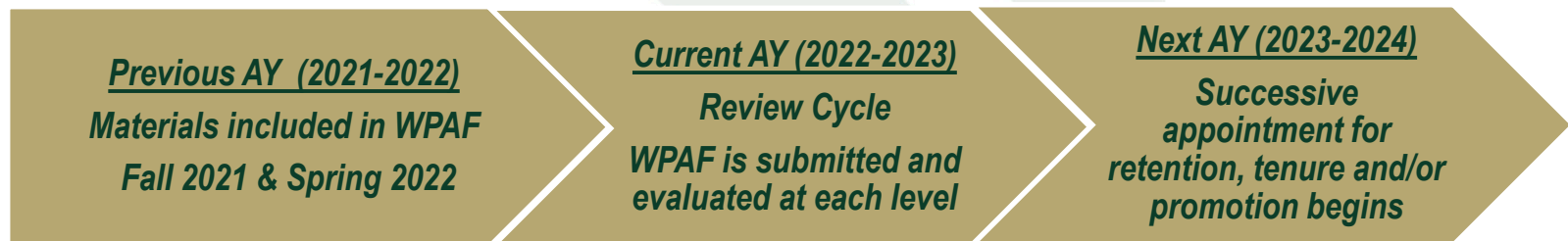
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ARTP TERMINOLOGY

- **Periodic Review** → Review of faculty performance that does not factor into retention or promotion. For probationary faculty, this is the "Informal Review" that occurs spring semester of their appointment year. For post-tenure faculty, this occurs every 5 years and is based on teaching effectiveness.

- **Retention Review** → Evaluation of faculty performance to determine whether a successive faculty appointment will be offered for next AY.

- **Tenure and/or Promotion Review** → After being retained for 5 productive and successful years, faculty undergo a "Performance Review" for a promotion from either Assistant to Associate professor or Associate to Full professor. Tenure and Promotion are distinct decisions. A faculty member may be promoted but not tenured.

ARTP TERMINOLOGY *continued...*

- **Review (Evaluation/Retention) Cycle** → The period of time and process during which a faculty member's performance is reviewed for a successive appointment.

  - Cycle begins with the closing of the WPAF and ends with the issuance of the last evaluation letter from either the college dean or provost

  - Faculty are evaluated on the basis of material up to the end of the <u>preceding</u> spring semester for successive appointment to begin the <u>following</u> fall semester:

<u>Previous AY (2021-2022)</u> *Materials included in WPAF Fall 2021 & Spring 2022*	<u>Current AY (2022-2023)</u> *Review Cycle* *WPAF is submitted and evaluated at each level*	<u>Next AY (2023-2024)</u> *Successive appointment for retention, tenure and/or promotion begins*

PROBATIONARY FACULTY RANKS

P-1	*Fall 2022*	• Newly hired probationary faculty <u>without</u> credit towards tenure • Receive informal periodic evaluation at the department level spring 2023.
P-2	*Fall 2021*	• Probationary faculty in 2nd second year. WPAFs submitted for formal review fall 2022. • Also designates faculty given one (1) year of credit toward tenure at the time of appointment; receive informal periodic evaluation at the department level spring 2023.
P-3	*Fall 2020*	• This classification designates probationary faculty in their third year. At this level WPAFs are reviewed beginning in the Fall semester. • This classification also designates faculty members who were given two (2) years of credit toward tenure at the time of appointment. These faculty members will receive an informal periodic evaluation by the Department in the Spring semester.
P-4	*Fall 2019*	• This classification designates probationary faculty in their fourth year (or 4th year equivalent if given credit toward tenure at initial appointment). At this level WPAFs are reviewed beginning in the fall semester. • Final decisions for retention at this level rest with the Provost ("3rd-Year Review").
P-5	*Fall 2018*	• This classification designates probationary faculty in their fifth year (or 5th year equivalent). At this level WPAFs are reviewed beginning in the Fall semester. • Faculty in this classification may request consideration for early tenure and promotion by providing written notice to the Department's primary committee and/or chair according to the RTP calendar of deadlines.
P-6	*Fall 2017*	• This classification designates probationary faculty in their sixth year (or 6th year equivalent). At this level WPAFs are reviewed beginning in the Fall. Faculty in this classification must be reviewed for tenure and promotion. This marks the final probationary review. Final decisions for tenure and promotion rest with the Provost.

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

Digital Working Personnel Action File (WPAF)

- The operational challenges of Covid-19 led the University and CFA to establish an MOU to move the RTP Review process to a digital format on an interim basis for the 2020-2021 review cycle. This digital process remains in effect for the 2022-2023 review cycle and foreseeable future.

- The digital format applies to all probationary and tenured faculty.

- The OneDrive electronic system designed to "mimic" the former paper binders process.

- As custodian of the PAFs/WPAFs, the college controls access to WPAF for faculty members and each level of review

- Faculty remain responsible for assembling their digital WPAF and attesting to completeness and correctness of materials at time of submission/closing.

- If faculty need technical assistance with computers, Wi-Fi, etc., then contact IRT for assistance.
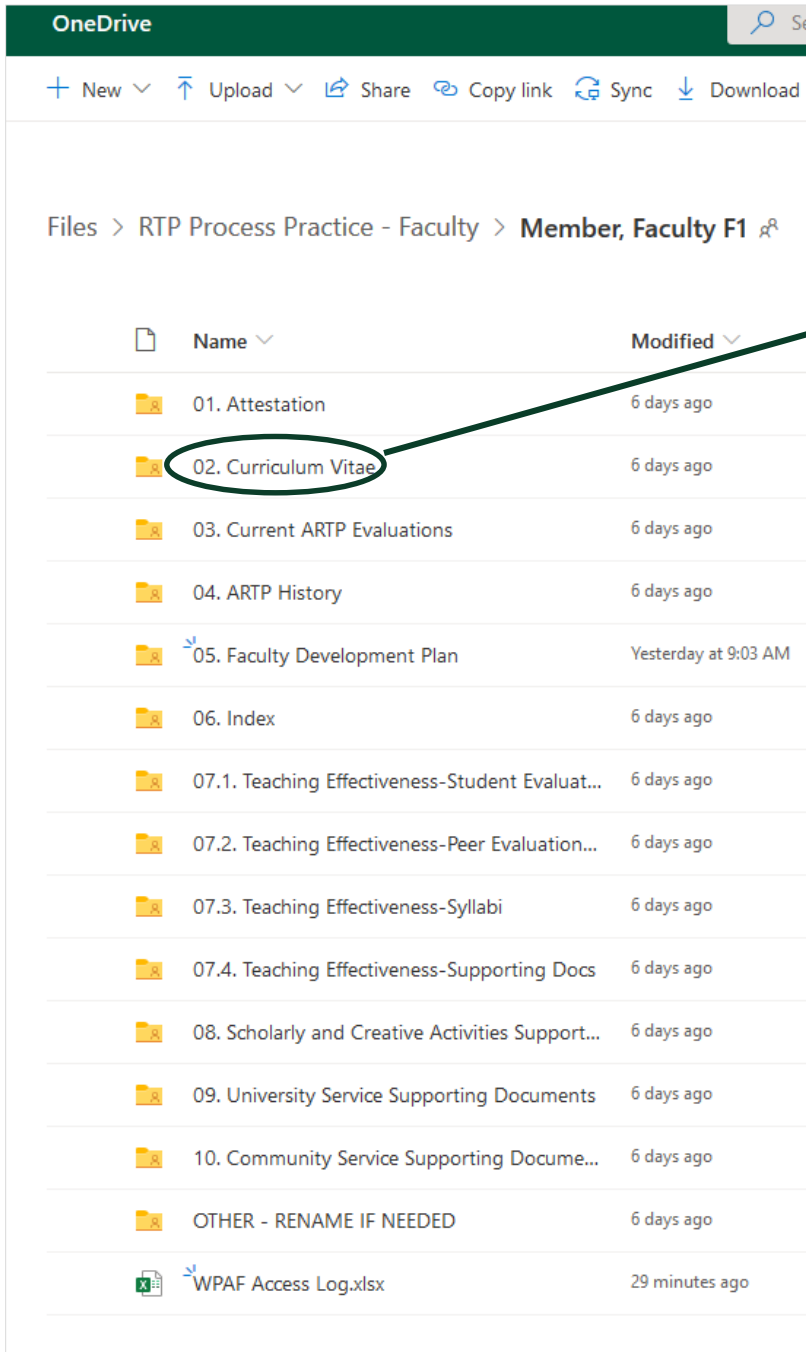
Digital Working Personnel Action File (WPAF)

Each faculty member will receive a link via email from the Dean's office giving them access to their WPAF.

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WPAF Review Materials & OneDrive Organization

02. Curriculum Vitae

*Uploaded by Faculty

→ Upload current CV as pdf document

→ Please include name on CV itself

This file should be named:
DEPT_LastName,FirstInitial_CV.pdf
(Naming Example: ART_Doe,J_CV.pdf)

WPAF Review Materials & OneDrive Organization

.03 Current RTP Evaluations
*Uploaded by College

This folder will be <u>EMPTY</u> at the start of this retention cycle. This year's evaluation letters will be uploaded to this folder after the 10-day rebuttal period for each level of review.

WPAF Review Materials & OneDrive Organization

OneDrive

+ New ⌄ ⬆ Upload ⌄ ⬀ Share ⬯ Copy link ⟳ Sync ⬇ Download

Files > RTP Process Practice - Faculty > **Member, Faculty F1** ⚘

◻	Name ⌄	Modified ⌄
📁	01. Attestation	6 days ago
📁	02. Curriculum Vitae	6 days ago
📁	03. Current ARTP Evaluations	6 days ago
📁	04. ARTP History	6 days ago
📁	05. Faculty Development Plan	Yesterday at 9:03 AM
📁	06. Index	6 days ago
📁	07.1. Teaching Effectiveness-Student Evaluat...	6 days ago
📁	07.2. Teaching Effectiveness-Peer Evaluation...	6 days ago
📁	07.3. Teaching Effectiveness-Syllabi	6 days ago
📁	07.4. Teaching Effectiveness-Supporting Docs	6 days ago
📁	08. Scholarly and Creative Activities Support...	6 days ago
📁	09. University Service Supporting Documents	6 days ago
📁	10. Community Service Supporting Docume...	6 days ago
📁	OTHER - RENAME IF NEEDED	6 days ago
📊	WPAF Access Log.xlsx	29 minutes ago

.04 ARTP History
*Uploaded by College
"Read Only" Folder

This folder contains pdf files for all previous review cycles and from each level of review since appointment including evaluation and recommendation letters from last year's review cycle as appropriate.

+ New ∨   ↑ Upload ∨   ↪ Share   ⓒ Copy link   ⟳ Sync   ↓ Download

Files > RTP Process Practice - Faculty > **Member, Faculty F1** ⚲

☐	Name ∨	Modified ∨
📁	01. Attestation	6 days ago
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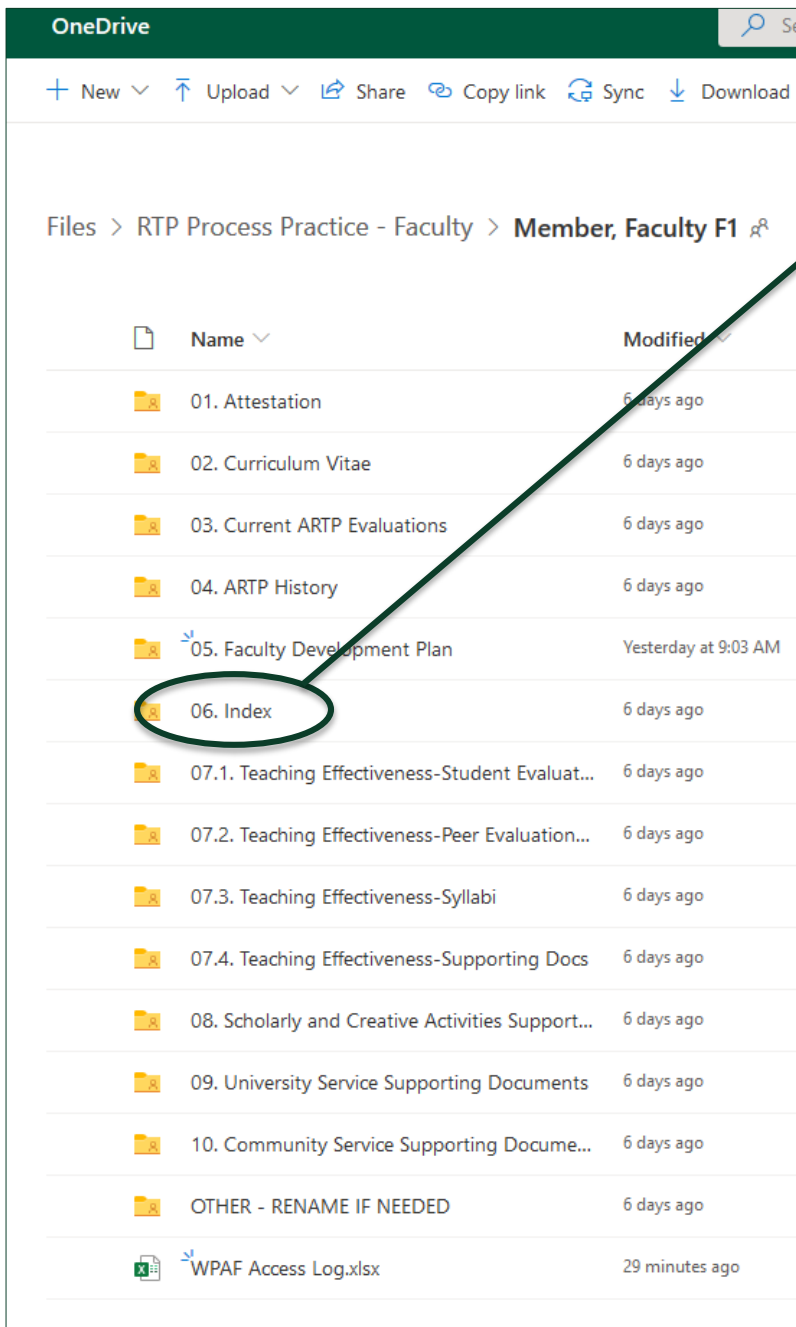# WPAF Review Materials & OneDrive Organization

.05 Faculty Development Plan
*Uploaded by Faculty

→ Uploaded narrative summary/reflective statement and personal action place that addresses each area of evaluation

→ Develop w/department chair or designee

→ College prefers maximum of 3 pages including statement of teaching philosophy or per departmental policy and practices

This file should be named:
DEPT_LastName,FirstInitial_FacDevPlan.pdf
(Naming Example: ART_Doe,J_FacDevPlan.pdf)

WPAF Review Materials & OneDrive Organization

.06 Index

*New Index Uploaded by Faculty
*Previous Review Cycle Index Uploaded by College

→ Single uploaded pdf file that is a record of all accomplishments indicative of excellence and achievement in each area of review <u>since first appointment</u>. The Index is comprehensive with only addition of accomplishments for 2021-2022. The Index from the previous review cycle will be uploaded by the college to the "Access Log and Attestation History" folder.

→ Begins with current review cycle, (i.e. years in reverse chronological order with most recent first).

→ The Index consists of 4 indices (one for each area of review) that lists your activities and identifies the materials you select to include in the corresponding supporting documents for each area.

→ All items listed in the Index are not to be included in the Supporting Documents. On the other hand, any item listed in the Index must be available if requested by any reviewer at any point in the review cycle.

This file should be named:
DEPT_LastName,FirstInitial_Index.pdf
(Naming Example: ART_Doe,J_Index.pdf)

More About the Index

Listing Order, Headings & Numbering

→ Review Cycles should be ordered in reverse chronological order with most recent, i.e. current, first.

→ The heading for each cycle is the current academic year (see slide 8).

→ The items are listed in numerical order and continuous from cycle to cycle. This means that #1, #2, etc. will be different items each year and corresponding supporting documents (*) will subsequently change each year. NOTE: Using the auto-format numbering feature in MSWord will make updating the numbering more efficient.

→ If you have not been using this pattern, then you do not need to change the actual headings. You will, however, need to update the Index numbering system or cycle order if different.

→ **You may not change/add/delete any of the items listed in the Index because, as the official record of your achievements, it is a permanent part of the WPAF.**

Identifying Supporting Documents

→ Indicate the submission of supporting material by marking that indexed item with an asterisk (*).

→ Remember to delete (*) for supporting documents from previous review cycles; If you are up for tenure, then return (*) to documents from previous cycles that you are returning to the Supporting Documents.

→ **When possible, provide ACCESSIBLE HYPERLINKS to supporting document item listed in the Index. These permanent links to specific web pages, videos, images, etc. must be already housed online and should not be included/repeated in Supporting Documents files. Please asterisk the item and bold embedded hyperlink.**

Sample Index for faculty in 2nd year of appointment, i.e. they started teaching at Sacramento State in 2021-2022.

TEACHING EFFECTIVENESS, Page 1

2022-2023 Retention Cycle *(Include material from Fall 21 and Spring 22)*

1. Courses taught during period being evaluated: Subject 7A, 50, 150, 222

2. *Presented short film at festival

3. Wrote Teacher's Guide for field trips to art museum

4. Revised textbook chapter for 8th edition

5. *Letter of support from colleague at Oxford University

_____

Subsequent pages to be marked

TEACHING EFFECTIVENESS, Page 2, etc.
******

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Index sample for faculty in 6ᵗʰ year of appointment – Applying for Tenure/Promotion. This index sample is for a faculty member who started teaching at Sacramento State in 2017-2018. They have completed five years of their appointment. The Provost conducts an individual evaluation for final determination.

SCHOLARLY & CREATIVE ACTIVITIES, Page 1

2022-2023 Retention Cycle for Tenure & Promotion *(Include material from Fall 21 and Spring 22.)*

1. *Presented short film at festival
2. Wrote Teacher's Guide for field trips to art museum
3. Revised textbook chapter for 8ᵗʰ edition
4. *Letter of support from colleague at Oxford University

2021-2022 Retention Cycle *(Include material from Fall 20 and Spring 21.)*

6. Submitted article to peer-reviewed journal
7. Wrote chapter for forthcoming textbook
8. *Gave keynote address at HYPERLINK TO CONFERENCE WEBSITE/KEYNOTE RECORDING

2020-2021 Retention Cycle *(Include material from Fall 19 and Spring 20.)*

9. Gave public lecture at U-NITE
10. *Published article in peer-reviewed journal

2019-2020 Retention Cycle *(Include material from Fall 18 and Spring 19.)*

11. Received Probationary Faculty Research Grant
12. Pre-conference panelist
13. Presented paper at national conference

2018-2019 Retention Cycle *(Include material from Fall 17 and Spring 18.)*

14. *The Meaning of Life Ted Talk (posted March 16, 2018)
15. Guest speaker at fall symposium held at UC Davis

Notice Index correlations, etc. with Scholarly & Creative Activities Supporting Documents Naming of Digital Files and hyperlinks (slides/pages 17 and 24).
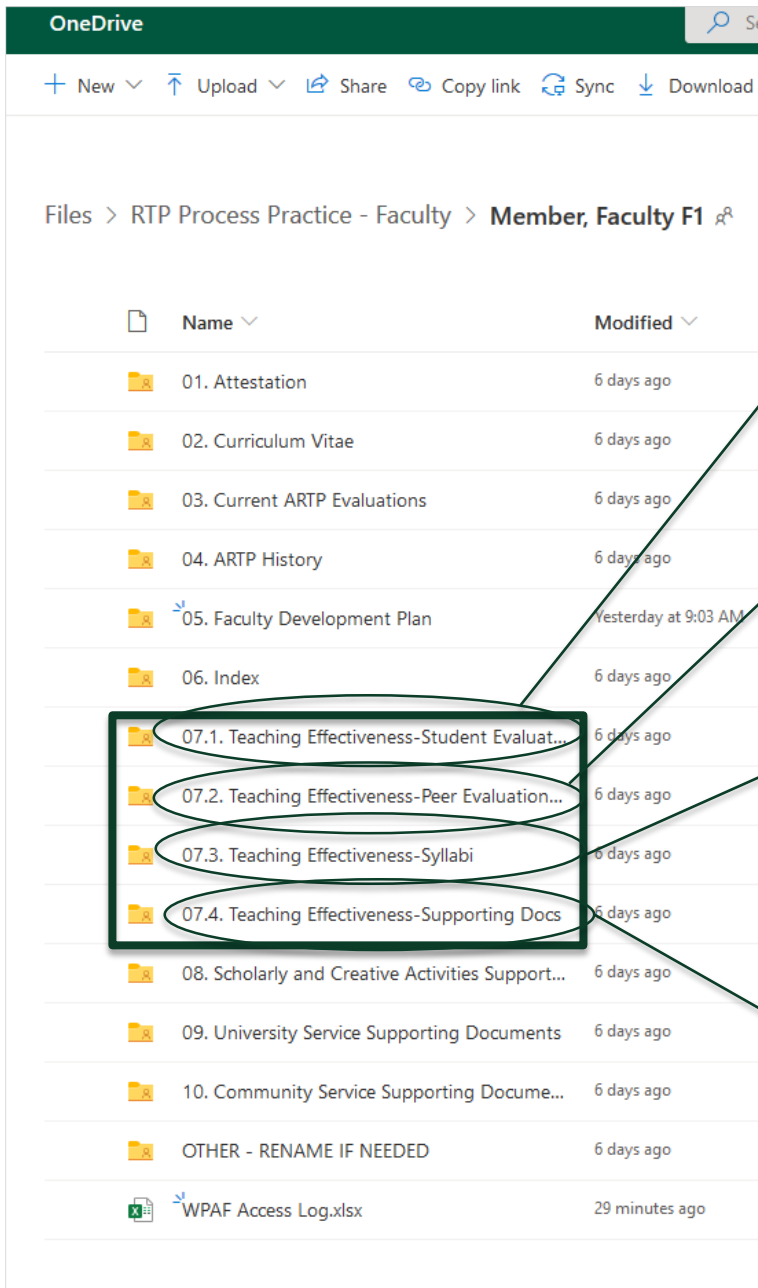
In the digital WPAF, Teaching Effectiveness (1st area of review) is sub-divided into 4 different folders:

7.1 Teaching Effectiveness – Student Evaluations from every *class* taught; uploaded by department chair

7.2 Teaching Effectiveness – Peer Evaluations of Teaching uploaded by department chair if conducted per departmental ARTP policy

7.3 Teaching Effectiveness – Syllabi for each course taught in current review cycle; uploaded by faculty as separate pdf files. Syllabi must be uploaded to this folder and neither listed on Index nor included in Supporting Documents.

7.4 Teaching Effectiveness – Supporting Documents Selected materials indicated in Index to demonstrate teaching effectiveness; uploaded by faculty.

+ New ∨   ↑ Upload ∨   ☒ Share   ⚭ Copy link   ⟳ Sync   ↓ Download

Files > RTP Process Practice - Faculty > **Member, Faculty F1** ⊼

☐	Name ∨	Modified ∨
📁	01. Attestation	6 days ago
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📁	10. Community Service Supporting Docume...	6 days ago
📁	OTHER - RENAME IF NEEDED	6 days ago
📊	WPAF Access Log.xlsx	29 minutes ago

The remaining 3 areas of review each have a folder for uploading Supporting Documents for each respective area.

.08 Scholarly & Creative Activities Supporting Documents

.09 University Service Supporting Documents

.10 Community Service Supporting Documents

As with the "Teaching Effectiveness – Supporting Documents" folder, these folders contain digital files for the selected materials indicated in Index to demonstrate the faculty member's contributions in each area. All supporting documents are uploaded by the faculty member.

Formatting Digital WPAF Supporting Documents

- Digitized files should be uploaded into the respective evaluation area's supporting documents folder. Each folder should contain single files rather than additional folders.

- The university and college recommend uploading files as pdfs; however, files can also be other formats (jpeg, mp4, etc.) as needed/appropriate (be mindful of potential technical difficulties reviewers may face when trying to open large/long files).

- The recommendation is to also limit pdf documents to no more than 30 pages; the university is inquiring about any file size restrictions particularly for arts disciplines.

- **Supporting Documents must correspond with asterisked numbers in Index and named accordingly. Items with hyperlinks in the Index are not included in Supporting Documents files/folders.**

NAMING SUPPORTING DOCUMENT FILES

All supporting document files must subsequently be named using following pattern:

DEPT_Last Name, FirstInitial_AreaIndex#.xxx

07.4. ART_Doe,J_TeachingIndex3.pdf
ART_Doe,J_TeachingIndex8.jpeg

08. ART_Doe,J_SCAIndex5.pdf
ART_Doe,J_SCAIndex12.mp4
ART_Doe,J_SCAIndex15.pdf

09. ART_Doe,J_UnivServIndex4.jpeg
ART_Doe,J_UnivServIndex10.pdf

10. ART_Doe,J_ComServIndex4.pdf

NOTE: With the Index beginning with #1 each cycle, the Index numbering will change each year and the corresponding Supporting Documents numbers will change as well. This is the equivalent of "erasing/changing" the number in the upper-right corner of the Supporting Document. (Another reason we recommend only including materials for current cycle and greatest hits for tenure/promotion).
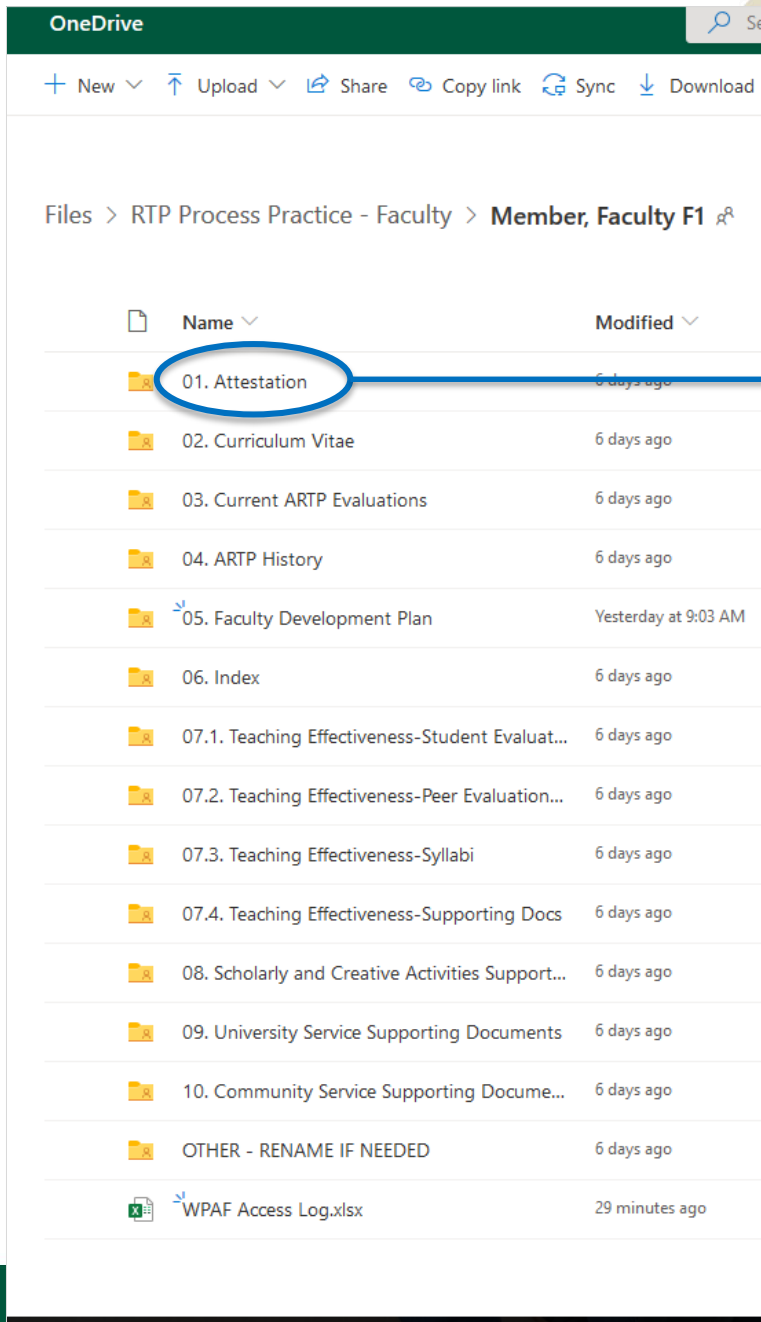
CLOSING/SUBMITTING YOUR WPAF

.01 Attestation *(Last Step!)*

Folder will contain uploaded Personnel Action File Verification and Certification document.

This document signifies "closing" the WPAF for submission to next level of review.

The faculty's signature confirms the WPAF is complete and all materials are included and in the correct order. The department chair's signature verifies the WPAF's is complete and in proper (digital) format.

CLOSING/SUBMITTING YOUR WPAF

.01 Attestation *(continued)*

→ **Faculty members will receive this document approximately one week prior to the department's WPAF closure date via Adobe Sign** with instructions to sign it upon completing the WPAF for review, i.e. everything is uploaded and ready!

→ This form will then routed to the department chair for signature.

→ Once both sign, the faculty member's access to the digital WPAF will be rescinded signaling the closure of the WPAF and submission to the next level of review.

Should the need arise to re-open/access the WPAF, refer to UARTP document 4.03(F) for guidelines and consult with AD Wilson Ramey.

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A&L
COLLEGE OF ARTS & LETTERS

**WORKING PERSONNEL ACTION FILE VERIFICATION
AND CERTIFICATION
2022-23 REVIEW CYCLE**

Candidate's Name: _____

Department: _____

By signing below, I certify that my Working Personnel Action File has been satisfactorily completed and is ready to be released to the review committees for evaluation and appropriate recommendations. I also certify that references made in my documents which do not accompany the Indexes are readily available should the material be called for at any review level.

_____   _____
Candidate Signature   Date

****

Department Chair signature certifying WPAF file format compliance:

_____   _____
Department Chair Signature   Date

WHO UPLOADS WHAT?

FACULTY MEMBER	DEPARTMENT CHAIR	DEAN'S OFFICE
• Current Faculty Development Plan • Index • Teaching Effectiveness - Syllabi • Teaching Effectiveness - Supporting Documents • Scholarly & Creative Activities - Supporting Documents • University Service - Supporting Documents • Community Service - Supporting Documents • OTHER – RENAME IF NEEDED	• WPAF Verification and Certification Form (to Attestation folder after signatures in Adobe Sign) • Teaching Effectiveness - Student evaluations • Teaching Effectiveness - Peer evaluations or visitations (if conducted)	• Attestation • ARTP History • Current ARTP Evaluations • Previous Cycle Index (uploaded to Access Log and Attestation History) • Access Log and Attestation History

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Quality vs. Quantity

QUANTITY

- "Less is More" approach; Upload strongest materials/best examples of work/contributions

- *Anything* you list in your Index as an accomplishment or as evidence of your excellence can be requested by any reviewer at any time/level in the review cycle.

- Therefore, *not* everything needs to be included, just the best of it.

- Consider limiting the number of digital items to represent one achievement.

QUALITY

- Always a challenge…

- Does this item exemplify the quality of my work? *(Ex. Thank you note vs. Letter of Support)*

- Demonstrated achievement in teaching, scholarship/creative activity, and service.

- Grounded in academic and disciplinary standards.

- Know your discipline and how it is evolving.

- Talk with your chair, colleagues, deans, mentors.

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The "Greatest Hits" for Tenure & Promotion

"The Index, as a whole, is not unlike the discography for a band. Each year of review is a new album that adds to your overall discography, and in the indices for that year you are listing out the names of the tracks that represent the significant work you accomplished over it. When you go up for tenure, however, it's time for you to produce a greatest hits album. There are, of course, new songs on this greatest hits album, but you are also reiterating, republishing so to speak, the highlights of your career from previous years."

~ Doug Dertinger, Associate Professor, Department of Design

Acquiring Hard-Copy Supporting Documents from Black Binder WPAFs

Faculty members going up for tenure/promotion needing to retrieve specific hard-copy documents from their WPAF must:

1. Email Joe Gallegos (j.gallegos@csus.edu) to make a 15-minute appointment with AD Wilson Ramey.

2. In the email and after reviewing your previous Index, include a list of specific documents to be retrieved in order to compile your "Greatest Hits"

3. You will log-in/out of WPAF, remove said documents, and sign statement of retrieval at time of appointment.

Contact Information

1. Department Chair for departmental policies.

2. Associate Dean Melinda Wilson Ramey (mwilson@csus.edu) for administrative questions, digital WPAF format and organization and college/university policies.

COLLEGE OF ARTS & LETTERS
2022-2023 RTP Review Cycle Deadlines

RETENTION REVIEW DEADLINES FOR P-2 and P-3* CANDIDATES	
WPAF Closure	TBD by Department
Primary/Department Chair Retention Recommendations due to College	**Wednesday, 11/2/2022**
Primary Retention Recommendation letter to candidates	Friday, 11/4/2022
Secondary Retention Recommendation Letter to candidates	Thursday, 12/8/2022
Dean's Retention Decision letter to candidates	Wednesday, 2/15/2023

RETENTION REVIEW DEADLINES FOR P-3 and P-5 CANDIDATES	
WPAF Closure	TBD by Department
Primary/Department Chair Retention Recommendations due to College	**Wednesday, 2/1/2023**
Primary Retention Recommendation Letter to candidates	Friday, 2/3/2023
Secondary Retention Recommendation Letter to candidates	Friday, 3/3/2023
Dean's Retention Decision Letter to candidates	Monday, 4/3/2023

COLLEGE OF ARTS & LETTERS
2022-2023 RTP Review Cycle Deadlines

RETENTION REVIEW DEADLINES FOR P-4 CANDIDATES	
WPAF Closure	TBD by Department
Primary/Department Chair Retention Recommendations due to College	**Wednesday, 11/2/2022**
Primary Retention Recommendation letter to candidates	Friday, 11/4/2022
Secondary Retention recommendation letter to candidates	Thursday, 12/8/2022
Dean's retention recommendation letter to candidates	Wednesday, 2/15/2023
Provost Retention Decision Letter to candidates	Monday, 4/3/2023

PERFORMANCE REVIEW DEADLINES FOR P5* and P-6 (TENURE & PROMOTION) CANDIDATES	
WPAF Closure	TBD by Department
Primary/Department Chair Retention Recommendations due to College	**Wednesday, 2/1/2023**
Primary Retention Recommendation Letter to candidates	Friday, 2/3/2023
Secondary Retention Recommendation Letter to candidates	Friday, 3/3/2023
Dean's Retention Recommendation Letter to candidates	Monday, 4/3/2023
Provost's Retention Decision Letter to candidates	Wednesday, 5/17/2023

COLLEGE OF ARTS & LETTERS
2022-2023 RTP Review Cycle Deadlines

PERIODIC REVIEW DEADLINES FOR P-1 FACULTY	
WPAF Closure	TBD by Department
Primary/Department Chair review letter due to College	**Wednesday, 2/1/2023**
Primary/Department Chair review letter to candidates	Friday, 2/3/2023
Dean's Review Letter to candidates	Wednesday, 2/15/2023

PERIODIC REVIEW DEADLINES FOR POST-TENURE FACULTY	
WPAF Closure	TBD by Department
Primary/Department Chair review letter due to College	**Thursday, 4/13/2023**
Primary/Department Chair review letter to candidates	Monday, 4/17/2023

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