ARTP WORKSHOP FOR PROBATIONARY AND TENURED PROFESSORS

COLLEGE OF ARTS & LETTERS

Friday, September 6, 2024

Before we begin...

1. Links to this workshop recording, slide deck, College WPAF Instruction Booklet will be made available on the A&L ARTP Process Resources page.
2. Please either save questions until end or post in chat, so you do not forget. If possible, Sharon will answer in chat and I will address at end.
3. Email Sharon (hopkins-bright@csus.edu) if to make appointment if so desire.

You are compiling your digital WPAF for review…

- Detail the **ORGANIZATION** and **FORMAT** of the digital WPAF as required by the College of Arts & Letters
- The **CONTENT** of the WPAF is delineated in the UARTP, but more specifically in Departmental ARTP policies to which faculty should refer.
- If Departmental ARTP policies deviate from either the UARTP and/or the CBA, then the UARTP and/or CBA take priority.

Consult your Department Chair!

Your Working Personnel Action File (WPAF) showcases your accomplishments in...

1. TEACHING
2. SCHOLARSHIP/CREATIVE ACTIVITIES
3. DEPARTMENT/COLLEGE/ UNIVERSITY SERVICE
4. COMMUNITY SERVICE

PUTTING TOGETHER YOUR WPAF

What to include and how to organize...

The "Review Cycle"

The AY that the WPAF is going through review process

RETENTION CYCLE

- Probationary/Tenure-track faculty
- Occurs annually
- WPAF includes materials from previous AY
- Reviewed by Primary, Secondary and Dean (and Provost when completed 3rd year "toward tenure" (P4*))

TENURE/PROMOTION CYCLE

- Promotion from Assistant to Associate Professor
- Occurs in 6th year "toward tenure" (P6*)
- WPAF includes materials since time of hire
- Evaluated by Primary, Secondary, Dean and Provost

PROMOTION CYCLE

- Promotion from Associate to Full Professor
- Offered 5 years after earning tenure
- WPAF includes comprehensive materials since earning tenure
- Evaluated by Primary, Secondary, Dean and Provost

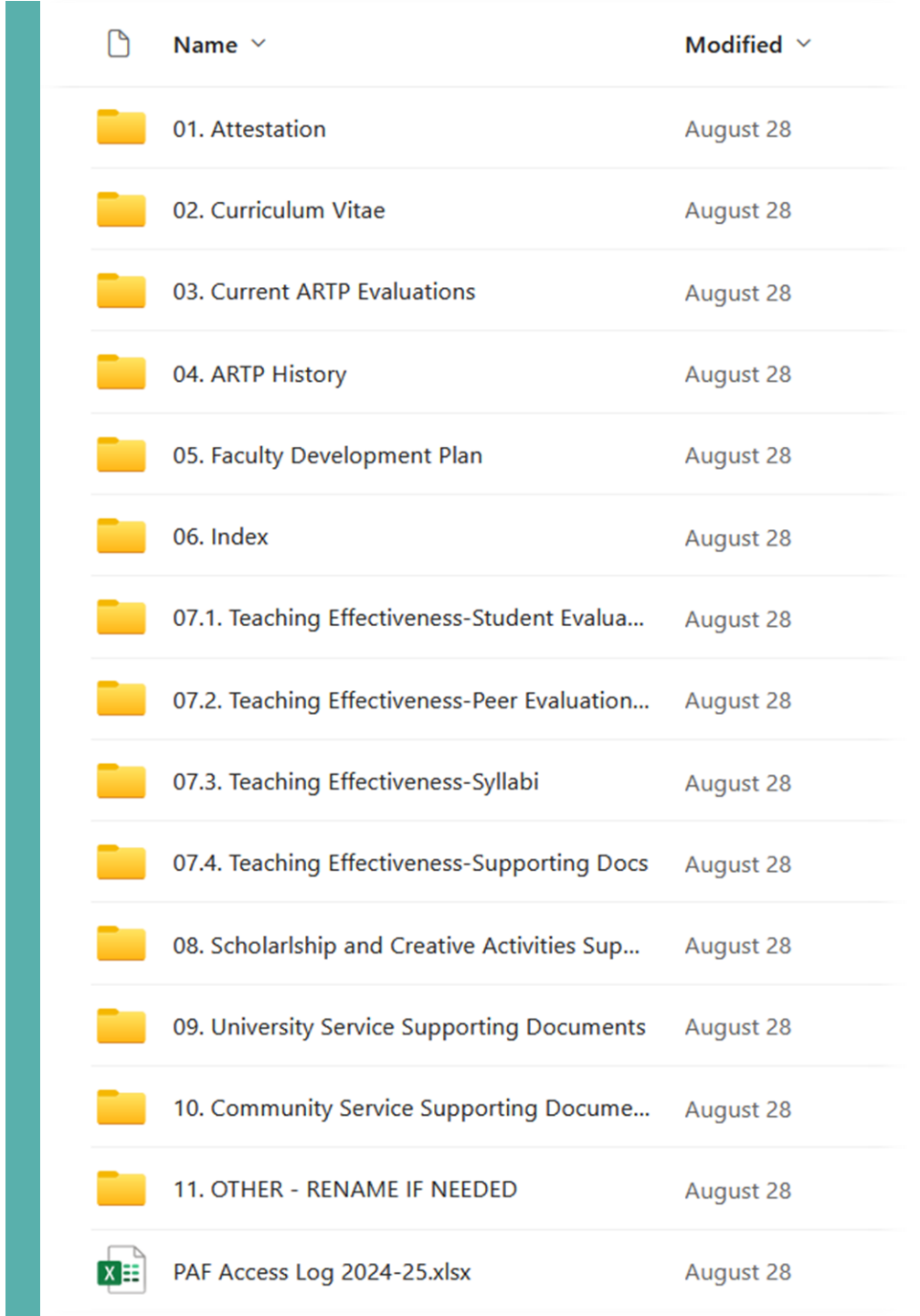
POST-TENURE REVIEW

- Associate and Full Professors, i.e. faculty post-tenure
- Occurs every 5 years after earning tenure whether promoted to Full or not
- WPAF must include comprehensive "Teaching Effectiveness" Materials since last review
- Reviewed by Primary and Dean

*See slide 29 for complete descriptions/definitions

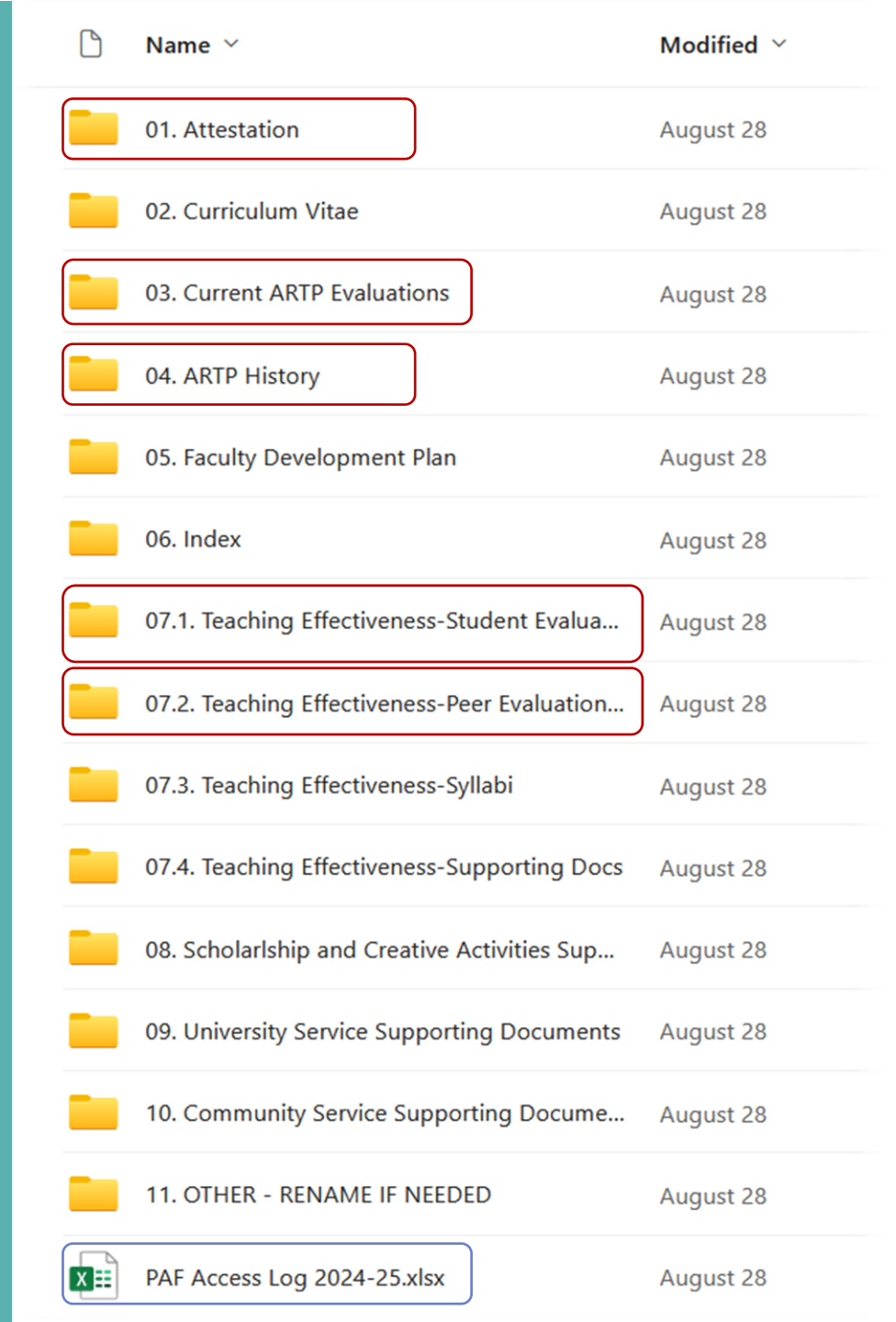
Digital Working Personnel Action File (WPAF)

- WPAF's now digital (OneDrive) and "mimics" big black binders
- College controls all access at each level of review
- Faculty receives link via email from Dean's office giving them access to their WPAF.
- Faculty responsible for assembling specific sections of WPAF and attesting to completeness at time of closing.



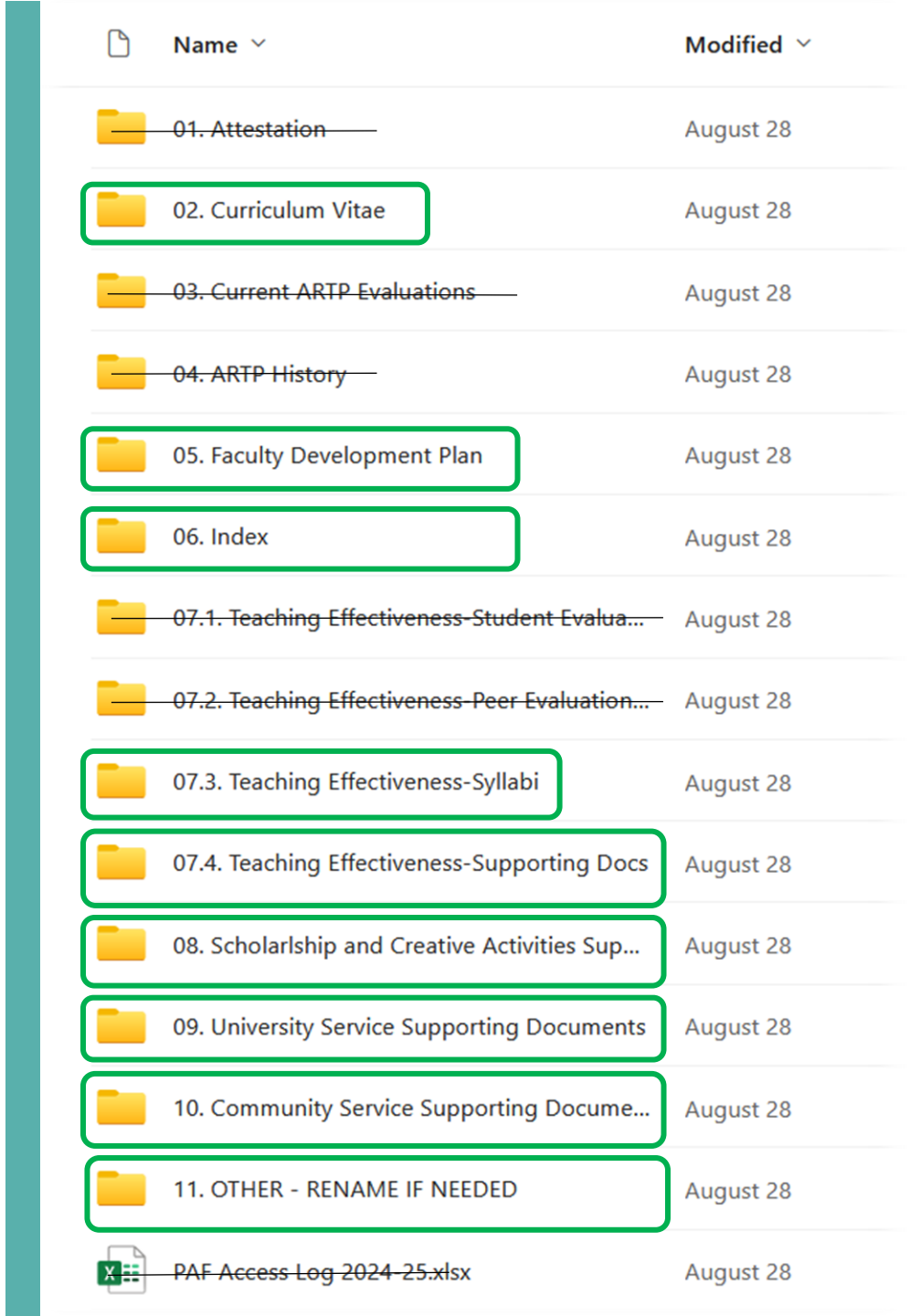
College or Department Chair responsible for…

- 01. Attestation – *Document signed by faculty and chair at time of closing*
- 03. Current ARTP Evaluations – *Current cycle's evaluations and rebuttals, if submitted; will be empty when access granted*
- 04. ARTP History – *All evaluation letters from previous cycles*
- 07.1. Teaching Effectiveness – Student Evaluations – *Course evaluations from each course section taught*
- 07.2. Teaching Effectiveness – Peer Evaluations – Class/*teaching class observations per department ARTP policy*
- PAF Access Log – *Completed by reviewers*



YOU ARE RESPONSIBLE FOR

- 02. Curriculum Vitae
- 05. Faculty Development Plan
- 06. Index*
- 07.3. Teaching Effectiveness – Syllabi
- 07.4 Teaching Effectiveness –Supporting Docs
- 08. Scholarship and Creative Activities Supporting Documents
- 09. University Service Supporting Documents
- 10. Community Service Supporting Documents
- 11. OTHER – RENAME IF NEEDED – *additional required by department*

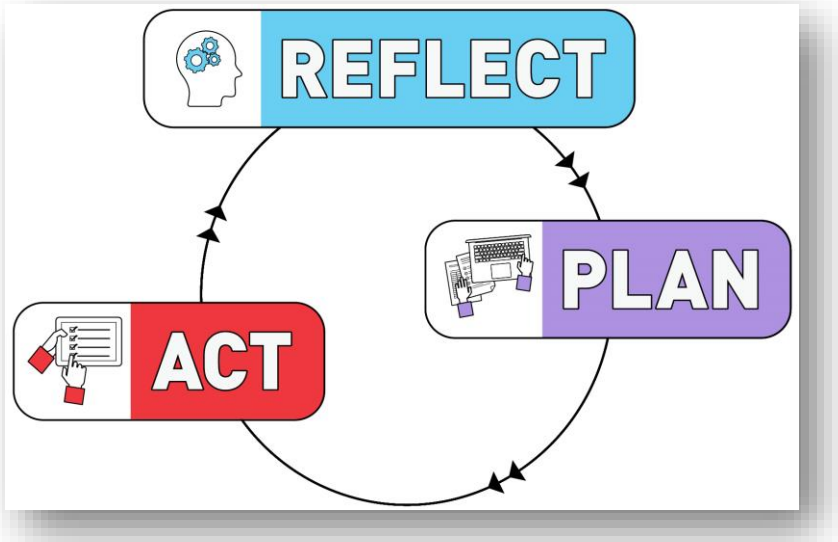


CURRICULUM VITAE

- Current CV (remove previous years)
- Include name

02. Curriculum Vitae

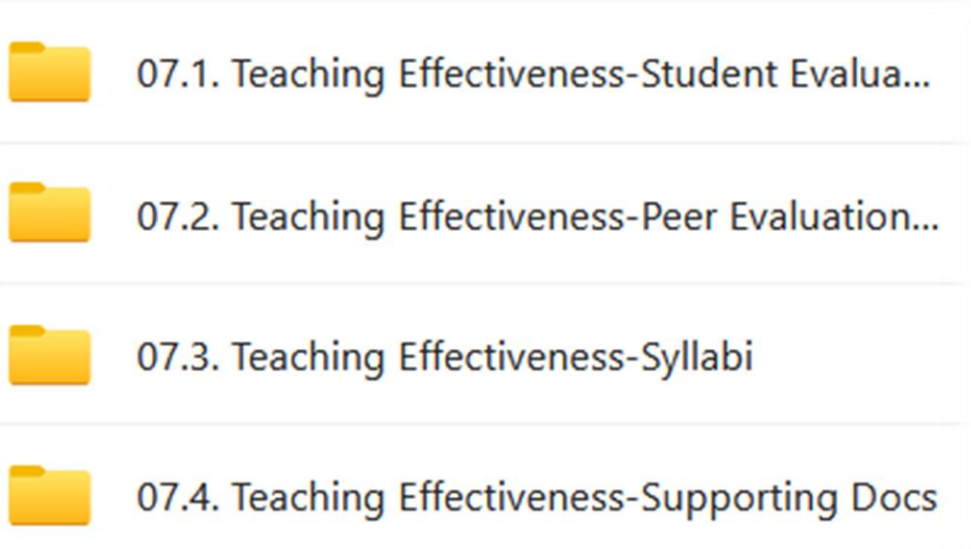
FACULTY DEVELOPMENT PLAN



- Narrative summary/reflective statement and action plan/goals that address each area of evaluation
- Realistic and specific
- Develop w/department chair or designee
- College prefers maximum of 3 pages including statement of teaching philosophy or per departmental policy and practices

05. Faculty Development Plan

TEACHING EFFECTIVENESS



- **7.3 Teaching Effectiveness – Syllabi**
  - Each course taught in current review cycle;
  - Separate/individual pdf files;
  - Uploaded to this folder - neither listed on Index nor included in Supporting Documents
- **7.4 Teaching Effectiveness – Supporting Documents***
  - Materials you select to include that demonstrate teaching effectiveness; listed on Index...

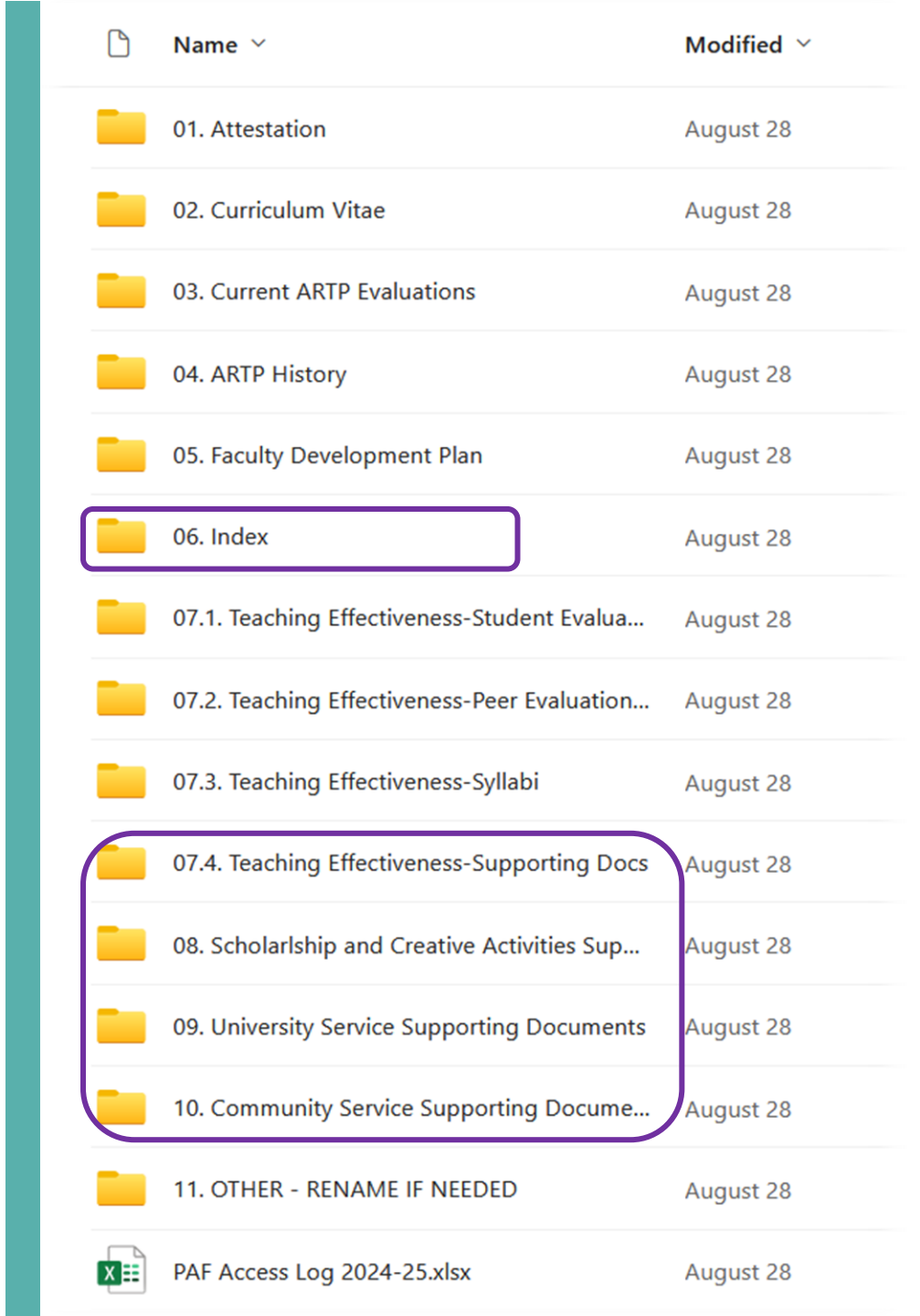
Have
a
Break

THE INDEX

and Its Supporting Documents

Index and its Supporting Documents in WPAF

- Index = Comprehensive list/record of accomplishments in each area of review since first appointment
- Most important and time-consuming part of WPAF
- Requires thoughtfulness and attention to detail
- "Table of Contents" guides reviewers through WPAF
- Index corresponds directly to materials included in Supporting Documents files



Index Formatting

- Review Cycle AY headings listed in reverse chronological order, but document numbering begins with 1 and continuous through cycles
  - Save Index to edit next year (Auto-format numbering helpful)
  - Change/update Index numbering system and cycle order if different
- Index = 1 document with 4 Indices (one/area of review)
- Any materials referenced but not included in Index must be provided within 48 hours if requested by committee/reviewer at any point in review cycle.
- 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.
  - Index will be comprehensive and include each AY from time of appointment when go up for Full
  - PTR Index and Supporting Documents only need Teaching Effectiveness but can include other areas

INDEX
Melinda Wilson Ramey

TEACHING EFFECTIVENESS, Page 1

Review/Retention Cycle 2022-2023

1. **Courses Taught Fall 2021: THEA 16, THEA 100, THEA 174**
2. **Courses Taught Spring 2022: THEA 3 (2 sections), THEA 100, THEA 107**
3. ***Group Peer Evaluation Form (THEA 3)**
4. **Nominated for Outstanding Teacher Award**
5. ***Nomination Letter from Ed Dyer**

Teaching Effectiveness Index

Faculty started Fall 2022

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Melinda Wilson Ramey

TEACHING EFFECTIVENESS, Page 1

REVIEW/RETENTION CYCLE 2023-2024

1. **Courses Taught Fall 2022: THEA 21, THEA 107, THEA 140, THEA 174**
2. **Courses Taught Spring 2023: THEA 3 (3 sections), THEA 100**
3. **Assumed teaching graduate course, THEA 209, mid-semester for colleague on leave**
4. ***Created "Thirty-Something Questions for Script Analysis" class handout**
5. **Required THEA 3 students to see professional production of Donald Margulies's *Dinner with Friends* at Capital Stage, accompanied them to the production, and arranged pot-show discussion with cast members**
6. **Held 20-minute conferences with each student in Theatre 170 three different times during the semester to discuss their writing-in-progress**
7. ***Student Letter from Justin Chapman**

REVIEW/RETENTION CYCLE 2022-2023

8. **Courses Taught Fall 2021: THEA 16, THEA 100, THEA 174**
9. **Courses Taught Spring 2022: THEA 3 (2 sections), THEA 100, THEA 107**
10. **Group Peer Evaluation Form (THEA 3)**
11. **Nominated for Outstanding Teacher Award**
12. **Nomination Letter from Ed Dyer**

Index and Supporting Documents

- Insert accessible hyperlinks in Index rather than uploading in Supporting Documents when possible
  - Ensure hyperlink live and bold it
  - Linking directly to online document, video, etc. not website
- Place asterisks (*) next to Index number that has corresponding supporting document
- Supporting Documents should be single/individal files rather than additional folders or one long pdf.
- Upload files as individual pdfs or other formats (jpeg, mp4, etc.) as appropriate
  - Remember reviewers may not have same software...avoid technical difficulties, opening large files, etc.
- Limit documents to max 30 pages

Naming Documents in WPAF

ITEM	NAMING	EXAMPLE
Curriculum Vitae	DEPT_LastName,FirstInitial_CV.pdf	ART_Doe,J_CV.pdf
Faculty Development Plan	DEPT_LastName,FirstInitial_FacDevPlan.pdf	ART_Doe,J_CV.pdf
Index	DEPT_LastName,FirstInitial_Index.pdf	ART_Doe,J_Index.pdf
Supporting Documents	DEPT_Last Name, FirstInitial_AreaIndex#.xxx	ART_Doe,J_TeachingIndex8.jpeg ART_Doe,J_SCAIndex12.mp4 ART_Doe,J_UnivServIndex10.pdf ART_Doe,J_ComServIndex4.pdf

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Melinda Wilson Ramey

SCHOLARSHIP/CREATIVE ACTIVITIES, Page 1

TENURE EVALUATION CYCLE 2024-2025

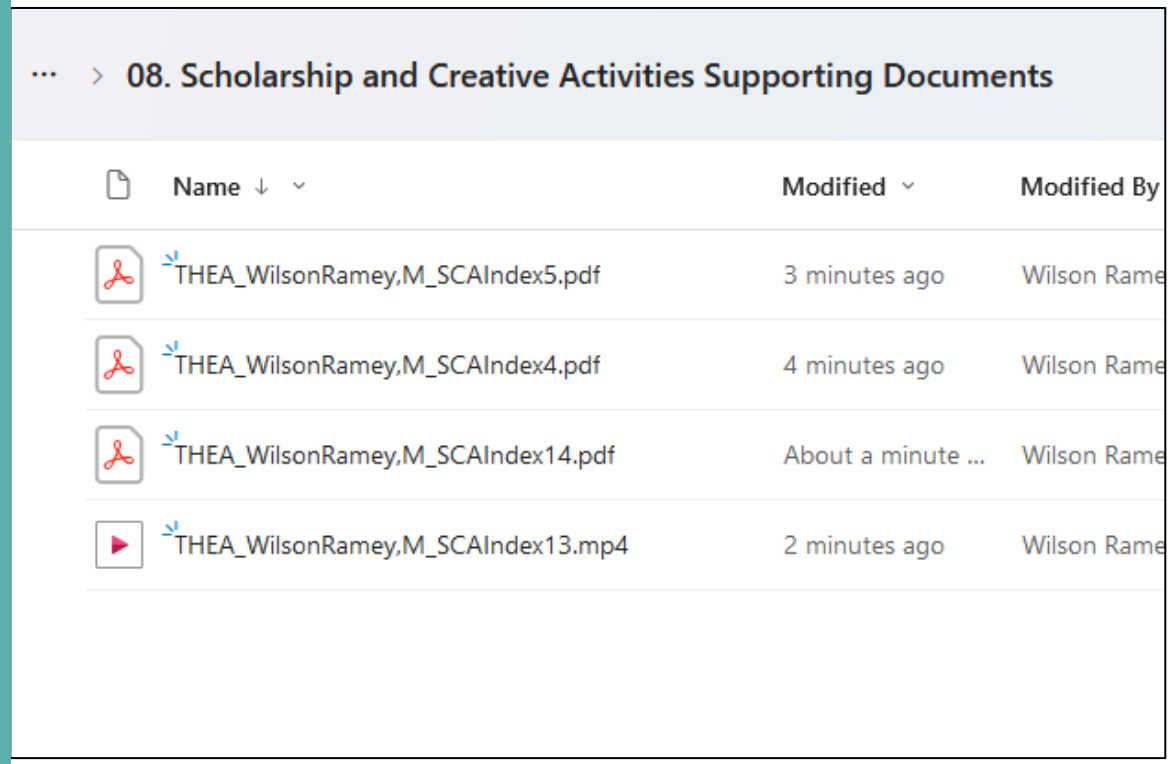
1. **Directed mainstage production of *Les Blancs* by Lorraine Hansberry**
2. **YouTube Video Link: 'Les Blancs' Preview (Sac State Promotional Video)**
3. ***Les Blancs* received "Best Direction of a Play" at Kennedy Center American College Theatre Festival (KCACTF) Regional competition**
4. ***Letter of support from Dr. Sharon Goodrich, Sacramento State**
5. ***Letter of support from Dr. Larry Holmes, Professor, University of Mexico**

RETENTION REVIEW CYCLE 2023-2024

6. **Reviewed manuscript of Acting Up and Getting Down: History of Black Theatre in Texas for University of Texas Press**
7. **Letter from Allison Faust, University of Texas Press Editor**
8. **Published article "Return to *The Toilet*" in peer-reviewed journal *Continuum: The Journal of African Diaspora Drama, Theatre and Performance***

RETENTION REVIEW CYCLE 2022-2023

9. **Presented "Parks on Parks: New black math, Elements of Style, Parks Interview" at Dolliver Seminar: Engaging Creativity, Criticism, Collaboration and Community through the Work of Suzan-Lori Parks and Her Contemporaries, University of Puget Sound**
10. **Submitted article "Return to The Toilet" for publication in 2nd issue of peer-reviewed journal *Continuum: The Journal of African Diaspora Drama, Theatre and Performance***
11. **Directed mainstage production of *In the Blood* by Suzan-Lori Parks**
12. **Interviewed residents at local shelter as research for *In the Blood***
13. ***KCRA News segment of *In the Blood***
14. ***Letter of support from Dr. LaSandra Harris, CSU East Bay**



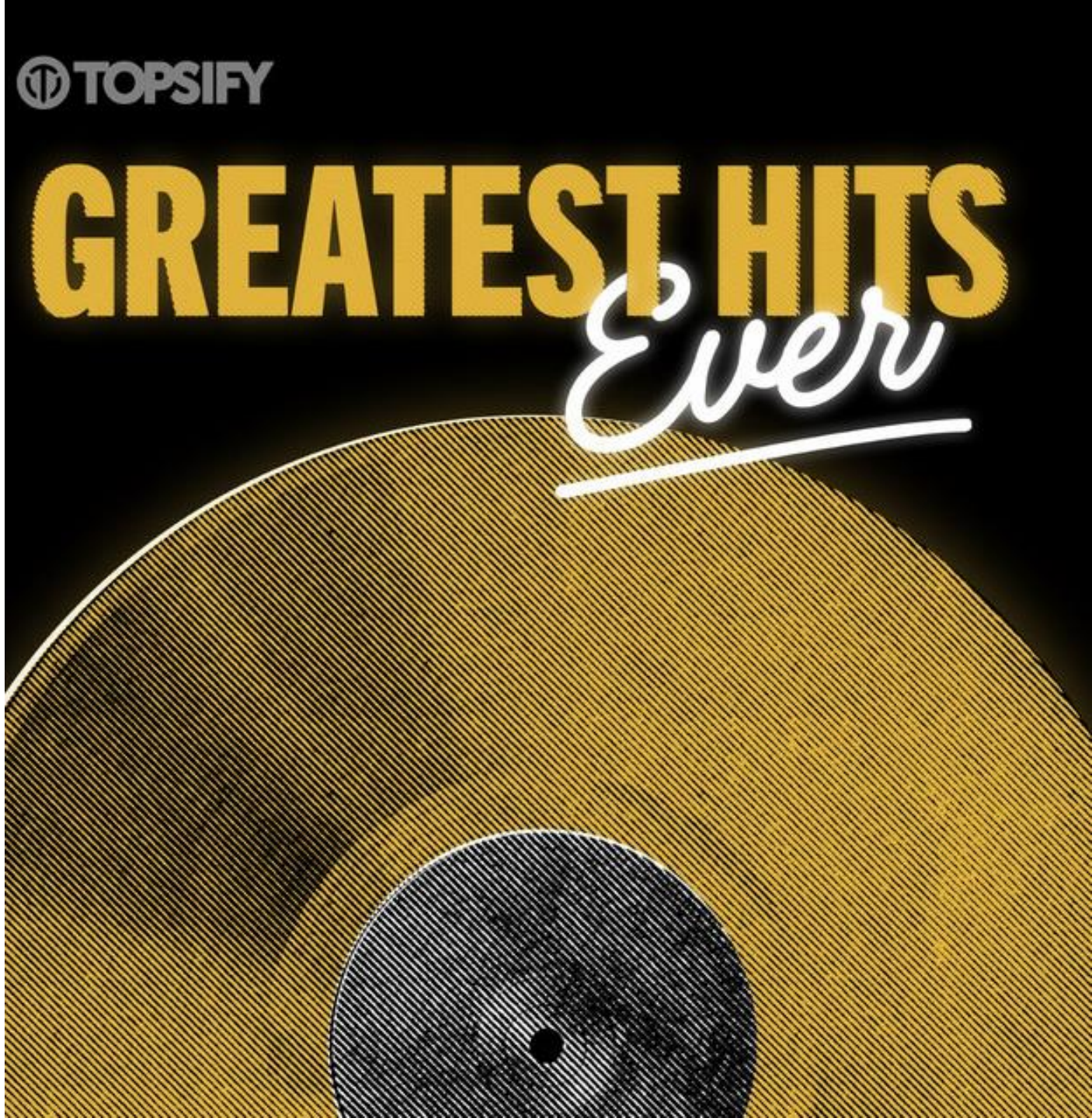
SCHOLARSHIP & CREATIVE ACTIVITY INDEX and CORRESPONDING SUPPORTING DOCUMENTS

FACULTY UP FOR TENURE

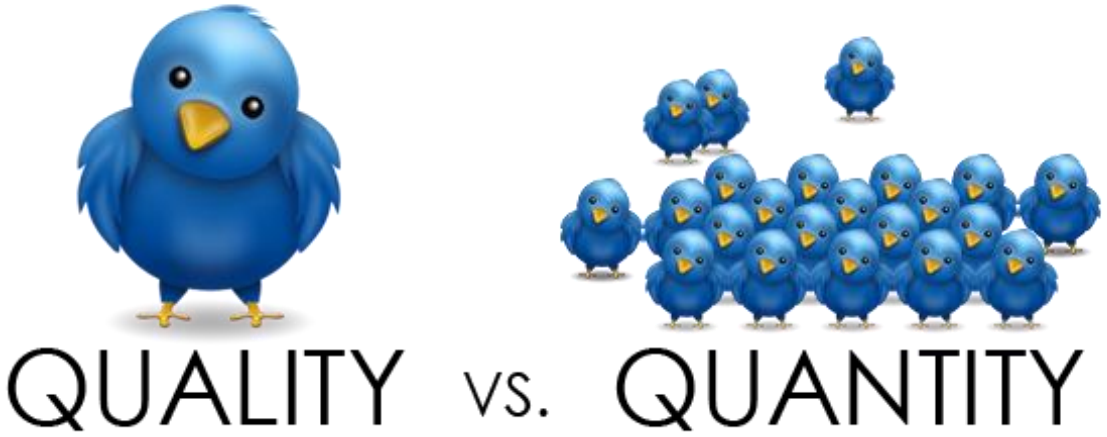
(NOTE: 7. *Letter from Allison... *removed*)

“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."

~ Professor Doug Dertinger
Department of Design



WPAF Words of Wisdom



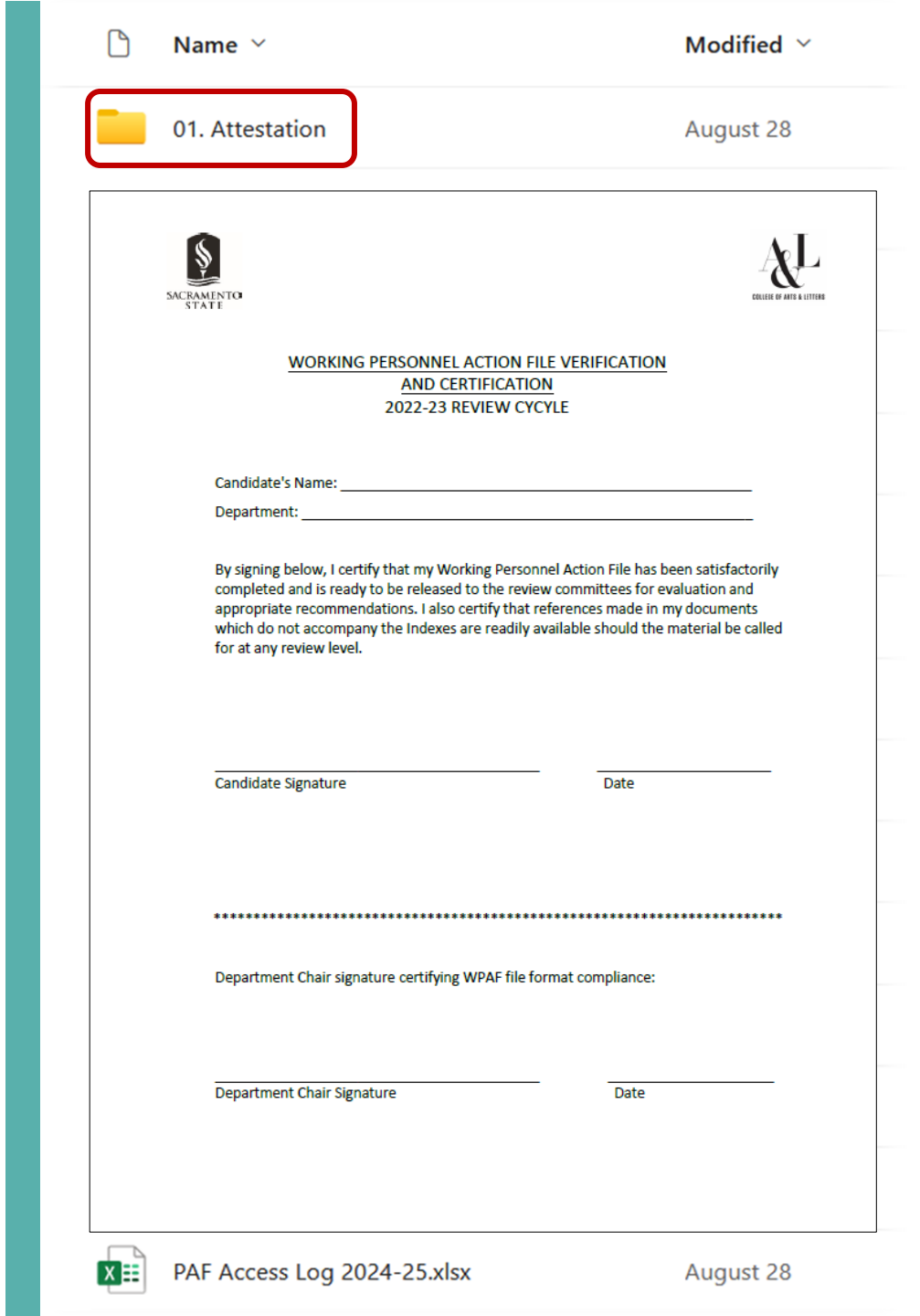
- Include best materials grounded in evolving academic/disciplinary standards
- Quality vs. Quantity | Less is More Approach
  - Everything need not be included
  - Limit number materials that represent same achievement
  - Quality = 2 strong letters of support ≠ 20 hand-written thank you notes

ALMOST DONE!

Just a few more steps...

"Closing" the File

- Electronically sign Attestation form signifying all contents correct and complete.
- Department chair sends Attestation via Adobe Sign approximately one week before closing date.
- E-Sign when WPAF ready to "submit" on or before closing date...everything uploaded and ready!
- Form routed back to chair for e-signature and uploading to folder
- Once signed and uploaded, college rescinds faculty and chair access signaling WPAF closure and submission to the next level of review.



WPAF REVIEW WORKFLOW

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

01

Faculty candidate granted access to digital WPAF to upload materials

02

Candidate closes WPAF with department chair by department-determined deadline

03

Department's Primary Committee reviews WPAF. In some departments, chair also conducts independent review

04

Dean's office emails candidate Primary Committee's review, and candidate has 10 calendar days to submit rebuttal to Dean's office if so choose

Address rebuttals to Interim Dean Bellon but email to AD Wilson Ramey with Sharon Hopkins-Bright cc'ed

05

Repeat #s 3 and 4 at each level of review:

- **College Secondary Committee**
- **College Dean**
- **University Provost (P4 and P6)**

Hard Copies from Black Binders

If you have not gone through the digital WPAF process and need access to documents in big black binder for promotion or PTR...

- Email Sharon Hopkins-Bright - hopkins-bright@csus.edu - requesting 15-minute appointment with AD Wilson Ramey.
- In email and after reviewing previous Index, include list of specific documents needing retrieval
- During appointment you will remove and scan documents. College will email you document(s).

Follow-Up Questions, etc.

- **Department Chair**
- **Melinda Wilson Ramey, Associate Dean for Student and Personnel Success, mwilson@csus.edu**
- **Sharon Hopkins-Bright, Analyst and Specialist to the Dean, hopkins-bright@csus.edu**

2024-2025 REVIEW CYCLE TIMELINES & DEADLINES

EACH DEPARTMENT SETS ITS OWN WPAF CLOSING DATE AND PRIMARY COMMITTEE REVIEW PERIOD

PROBATIONARY FACULTY RANKS

determine time to tenure/promotion and review cycle deadlines and timelines

Rank	Semester Started	Definition
P-1	*Fall 2023*	• Newly hired probationary faculty without credit towards tenure • Received informal periodic evaluation at the department level spring 2024.
P-2	*Fall 2022*	• Probationary faculty in 2nd second year. WPAFs submitted for formal review fall 2023. • Also designates faculty given one (1) year of credit toward tenure at the time of appointment; received informal periodic evaluation at the department level spring 2023.
P-3	*Fall 2021*	• 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 2020*	• 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 2019*	• 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 2018*	• 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.

College of Arts & Letters

2024-2025 Review Cycle Timelines

RETENTION REVIEW DEADLINES FOR P-2 CANDIDATES	
WPAF Closure	**TBD by Department**
Primary/Department Chair Retention Recommendation letter sent to candidates	Tuesday, 10/15/2024
Secondary Retention Recommendation Letter sent to candidates	Monday, 12/16/2024
Dean's Retention Decision letter sent to candidates	Monday, 2/17/2024

RETENTION REVIEW DEADLINES FOR P-3 and P-5 CANDIDATES	
WPAF Closure	**TBD by Department**
Primary /Department Chair Retention Recommendation letter sent to candidates	Tuesday, 12/10/2024
Secondary Retention Recommendation Letter sent to candidates	Friday, 2/28/2024
Dean's Retention Decision Letter sent to candidates	Thursday, 4/18/2024

College of Arts & Letters

2024-2025 Review Cycle Timelines

RETENTION REVIEW DEADLINES FOR P-4 CANDIDATES	
WPAF Closure	**TBD by Department**
Primary/Department Chair Retention Recommendation letter sent to candidates	Tuesday, 10/15/2024
Secondary Retention recommendation letter sent to candidates	Friday, 11/15/2024
Dean's retention recommendation letter sent to candidates	Monday, 12/9/2024
Provost Retention Decision Letter sent to candidates	Monday, 4/21/2025

College of Arts & Letters

2024-2025 Review Cycle Timelines

PERIODIC REVIEW DEADLINES FOR P-1 FACULTY	
WPAF Closure	**TBD by Department**
Primary/Department Chair Retention Recommendation letter sent to candidates	Friday, 2/28/2025
Dean's Review Letter sent to candidates	Friday, 4/18/2025

PERIODIC REVIEW DEADLINES FOR POST-TENURE FACULTY	
WPAF Closure	**TBD by Department**
Primary/Department Chair Retention Recommendation letter sent to candidates	Friday, 3/28/2025

College of Arts & Letters

2024-2025 Review Cycle Timelines

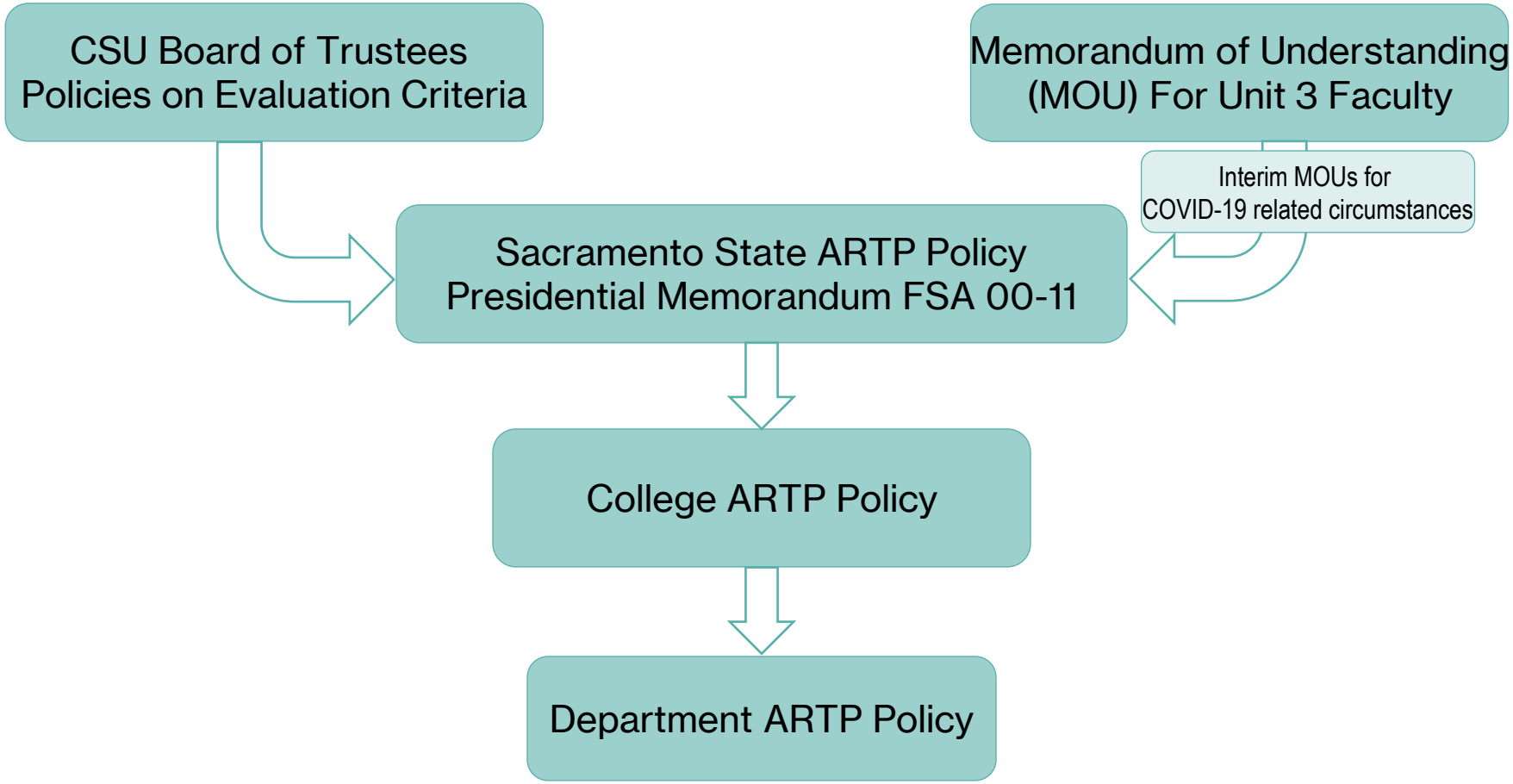
PERFORMANCE REVIEW DEADLINES FOR TENURE & PROMOTION CANDIDATES	
WPAF Closure	**TBD by Department**
Primary/Department Chair Retention Recommendation letter sent to candidates	Tuesday, 12/3/2024
Secondary Retention Recommendation Letter to candidates	Friday, 2/7/2025
Dean's Retention Recommendation Letter to candidates	Friday, 3/21/2025
Provost's Retention Decision Letter to candidates	Monday, 5/19/2025

Additional Information & Resources

Types of RTP Reviews

- **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 POLICIES

- 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 Policies Relational Structure