Virtual ARTP Workshop for Secondary Committee Members

October 11, 2024

Before we begin...

- ❖ Participation in this workshop is **MANDATORY** for all A&L Secondary Committee Members.

- ❖ Workshop is being recorded

- ❖ Video, Slide Deck, Instruction Booklet, etc. will be <u>emailed</u> to Secondary Committee Members

- ❖ Please either save questions until Question Breaks or post in chat, so you do not forget.

- ❖ **TAKE A POLL...**

Workshop Goals

1. Select a college Peer Review Committee representative

2. Review the Secondary's role and responsibilities

3. Explain One Drive access and digital WPAF contents

4. Divide into subcommittees to elect chair and outline plan.

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.

- ❖ ***Floor open to nominations/volunteers...***

The Secondary Committee:
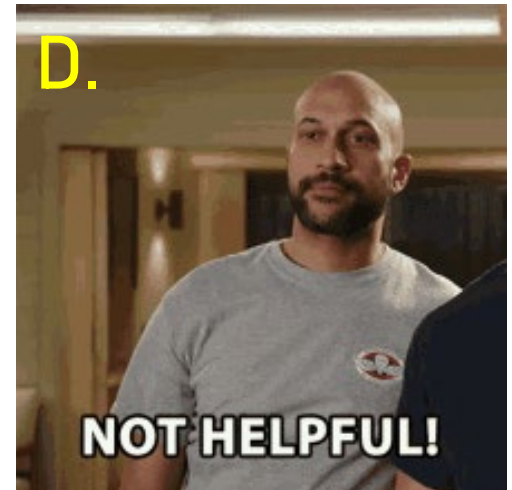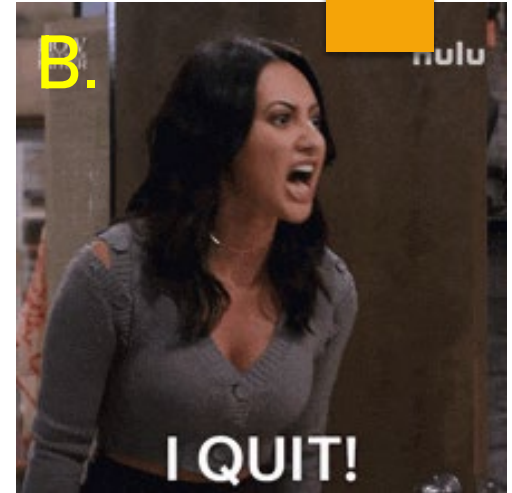# Role & Responsibility

Secondary Committee Charge

The Secondary Committee provides the college dean a constructive recommendation that will also help guide their colleagues' ongoing success toward tenure and/or promotion.

What was your response upon reading your evaluation letter from the Secondary Committee?
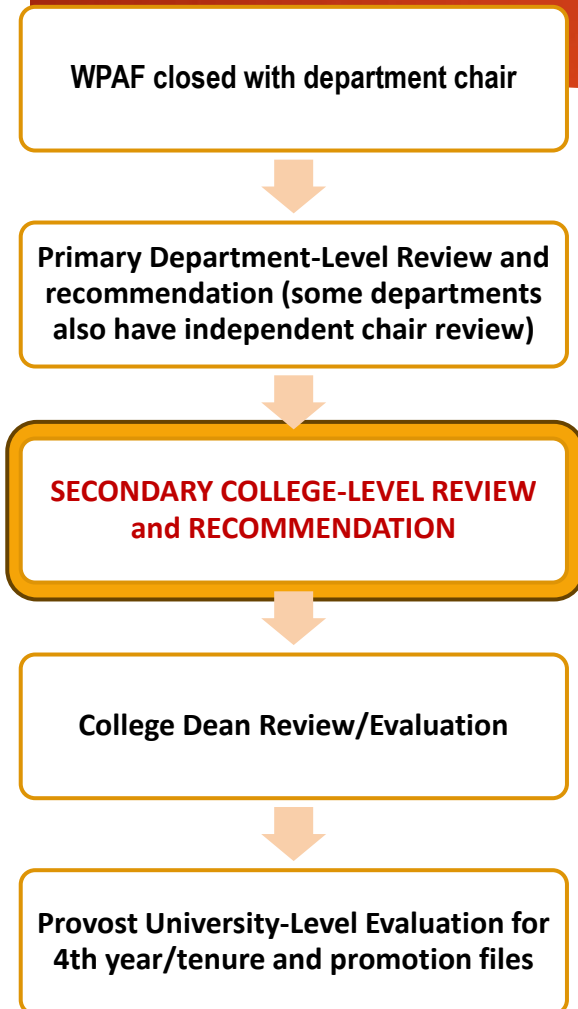
It's Time to Reflect.

What was your response upon reading your evaluation letter from the Secondary Committee?

A.
WHAT ARE YOU TALKING ABOUT?
NETFLIX

B.
I QUIT!

C.
I appreciate that. Thank you.

D.
NOT HELPFUL!

The
Digital
WPAF

RTP Workflow & Process

WPAF closed with department chair

↓

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

↓

SECONDARY COLLEGE-LEVEL REVIEW and RECOMMENDATION

↓

College Dean Review/Evaluation

↓

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 by the college.
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.

Digital WPAF Access

When access is granted, subcommittee members receive an email that includes:

- List of faculty WPAFs your subcommittee is to review;

- Link to digital WPAFs with "read only" documents;

- Recommendation letter template;

- Instruction Booklet

	Name ⌄
📁	01. Attestation
📁	02. Curriculum Vitae
📁	03. Current ARTP Evaluations
📁	04. ARTP History
📁	05. Faculty Development Plan
📁	06. Index
📁	07.1. Teaching Effectiveness-Student Evalua...
📁	07.2. Teaching Effectiveness-Peer Evaluation...
📁	07.3. Teaching Effectiveness-Syllabi
📁	07.4. Teaching Effectiveness-Supporting Docs
📁	08. Scholarly and Creative Activities Suppor...
📁	09. University Service Supporting Documents
📁	10. Community Service Supporting Docume...
📁	11. Other-Support Documents
📁	12. Access Log & Attestation History
📊	PAF Access Log 2024-25.xlsx

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

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

TRANSFER OF CUSTODY AND ACCESS DISCLOSURE LOG FOR
WORKING PERSONNEL ACTION FILE
2022-2023 REVIEW CYCLE

Candidate: _____   Department: _____

Review: _____   Current Rank: _____

The Academic Personnel Policies and Procedures of California State University, Sacramento Require that custody of faculty *Personnel Action Files* be transferred from the regular file custodian to various committees and individuals in the normal process of review for retention, tenure, and promotion. Concurrently, *The Information Practices Act of 1977* requires that security, both physical and informational, be continued. In addition a record of disclosures of each file must be maintained.

This document serves as record of Working Personnel Action File access through OneDrive, and must be signed every time a reviewer accesses a candidate's WPAF.

Signature of WPAF Reviewer	Date
1	
2	
3	
4	
5	
6	

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.

WPAF Contents

❖ For this 2024-2025 Review Cycle evaluation, WPAFs include:

➢ Tenure Track – Materials for current evaluation cycle, i.e. AY 2023-2024.

➢ Tenure – Materials since time of appointment

➢ Promotion to Full – Materials since tenure (past 5 years)

❖ 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

📄 Name ⌄

📁 01. Attestation

📁 02. Curriculum Vitae

📁 03. Current ARTP Evaluations

📁 04. ARTP History

📁 05. Faculty Development Plan

📁 06. Index

📁 07.1. Teaching Effectiveness-Student Evalua...

📁 07.2. Teaching Effectiveness-Peer Evaluation...

📁 07.3. Teaching Effectiveness-Syllabi

📁 07.4. Teaching Effectiveness-Supporting Docs

📁 08. Scholarly and Creative Activities Suppor...

📁 09. University Service Supporting Documents

📁 10. Community Service Supporting Docume...

📁 11. Other-Support Documents

📁 12. Access Log & Attestation History

📊 PAF Access Log 2024-25.xlsx

INDEX
Melinda Wilson Ramey

SCHOLARSHIP/CREATIVE ACTIVITIES, Page 1

<u>TENURE EVALUATION CYCLE 2024-2025</u>

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

<u>RETENTION REVIEW CYCLE 2023-2024</u>

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*

<u>RETENTION REVIEW CYCLE 2022-2023</u>

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 journ *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
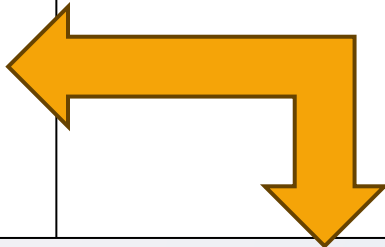
Index &
Corresponding
Supporting
Documents

··· 〉 **08. Scholarship and Creative Activities Supporting Documents**

	Name ↓ ∨	Modified ∨	Modified By
📄	THEA_WilsonRamey,M_SCAIndex5.pdf	3 minutes ago	Wilson Rame
📄	THEA_WilsonRamey,M_SCAIndex4.pdf	4 minutes ago	Wilson Rame
📄	THEA_WilsonRamey,M_SCAIndex14.pdf	About a minute …	Wilson Rame
▶	THEA_WilsonRamey,M_SCAIndex13.mp4	2 minutes ago	Wilson Rame

Keep in Mind...

- ❖ Primary Committee <u>provides the context</u> and reviews the <u>disciplinary</u> merit of WPAF.

  - ➢ Creative/Scholarly Activity

    - ▪ Analogous Disciplinary Terminology for Peer-reviewed = Juried = Invited = Curated

  - ➢ Community Service (service to disciplinary community):

    - ▪ Coaching Kid's Basketball Team vs. Teaching Yoga at local studio

- ❖ Secondary Committee evaluates the <u>content</u> of the WPAF and the assembly/inclusion of required materials.

Keep in Mind...

➤ Departments have own policies with specific expectations. Context of WPAFs not be uniform.

- College <u>Faculty Development Plan</u> Policy: is a narrative summary/reflective statement and action plan/goals that address each area of evaluation; maximum of 3 pages including statement of teaching philosophy <u>or</u> per departmental policy and practices.

- <u>Supporting Documents</u> 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.

  - ❖ 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).

QUESTIONS

CV
Resume

Current Evals
CONTEXT
Discipline-specific
recommendation
evaluation

ARTP History
Larger context for
understanding
professional growth
and progress

**Faculty
Development Plan**
Cycle Self Evaluation
Successes, Goals
Challenges, etc.

Index
Table of Contents

TE Student Evals
What students are
learning; effective
pedagogy

Peer Evaluations
Program curriculum;
class format (lecture,
studio, senior
seminar, etc.)

Syllabi
Course structure,
assignments, learning
objectives, etc.

**Supporting
Documents**
Examples of best
work; Illustrated Index

Requesting materials listed on Index but not included in Supporting Documents

Subcommittees may request materials listed in the Index:

- ❖ Chair must email AD Wilson Ramey and cc Sharon Hopkins-Bright identifying the specific item requested.

- ❖ College contacts the faculty candidate, allows them 48 hours to provide the item electronically, and then upload it to digital WPAF.

- ❖ Committee can only request items listed in the Index.

Submitting Secondary Recommendation Letter

Subcommittee 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

SEE DOCUMENT

Common Faculty Evaluation Comments

WHAT TO WRITE

Recommendation Letters should…

Only address/reference materials in WPAF

Be thoughtful, truthful and encouraging

Be clear, organized and precise

Give appropriate time and weight to each area

Focus on progress, achievement and improving future

Consider intent vs. impact; consider how candidate will receive recommendation

Recommendation Letters should NOT...

Include/derive from any form of bias

Dwell on the past

Be oppressive or overly negative

Focus on issues related to personality

Be mean or funny

Assume the dean/candidate will understand or agree with your perspective

QUESTIONS

TIME TO HUDDLE

Secondary Committee Assignments

✓ Secondary Committee is divided into 5 subcommittees

✓ No more than 2 members from same department per subcommittee

✓ You may not review files from your department. You must completely recuse yourself from those conversations/recommendations.

✓ You may only serve on PTF subcommittee if Full Professor.

Suggestions & Reminders

✓ Subcommittees are highly encouraged to 1) establish "committee agreements" and 2) norm a file together at first meeting

✓ Each subcommittee member should read/review every WPAF assigned to the subcommittee*

✓ Each subcommittee member must "sign off on" each evaluation letter*

*If you must recuse yourself from a home-department file, then you recuse yourself from the entire process for that file.

Breakout Rooms

1) Elect your subcommittee chair who is the point of contact for Sharon, schedules/leads meetings, and supervises completion of recommendation letters;

2) Outline a preliminary plan of action

2024-2025 Review Cycle
Secondary Subcommittees

	Subcommittee A	Subcommittee B	Subcommittee C
Rank & # of Files	P2 & P3* (11 files)	P3 & P5 (8 files)	P4 & P4* (4 files)
Release and Due Dates	10/26/2024 thru 12/12/2024	1/13/25 thru 2/27/2025	10/26/2024 thru 11/15/2024
Hard deadline for letters to college	12/13/2024	2/28/2025	11/15/2024
Faculty Subcommittee Members	Jonas Cope (ENGL)	Kikuko Omori (COMS)	David Zuckerman (COMS)
	Serpil Atamaz Topcu (HIST)	Aaron Cohen (HIST)	Peter Williams (ART)
	Matthew Morse (MUSC)	Scott Perkins (MUSC)	Angela Clark-Oates (ENGL)
	Kyle Swan (PHIL)	Saray Ayala-Lopez (PHIL)	
	Dan Janos (COMS)	Miguel Bota (WLL)	
	Jason Gieger (ENGL)		

2024-2025 Review Cycle
Secondary Subcommittees

	Subcommittee D	Subcommittee E
Rank & # of Files	P5* & P6 (Tenure) (9 files)	Promotion to Full (8 files)
Release and Due Dates	12/17/2024 thru 2/7/2025	12/17/2024 thru 2/7/2025
Hard deadline for letters to college	2/7/2025	2/7/2025
Faculty Subcommittee Members	Andrew Connelly (ART)	Nigel Poor (DSGN)
	Mario Estioko (DSGN)	Mark Williams (COMS)
	Chloe Burke (HIST)	Nikolaos Lazaridis (HIST)
	Joel DuBois (HRS)	Robin Fisher (MUSC)
	Euisuk Kim (WLL)	Lorelei Bayne (THEA)

RESOURCES

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

College of Arts & Letters Contacts

- Sharon Hopkins-Bright, ARTP Coordinator | ext. 85099 | hopkins-bright@csus.edu
- Melinda Wilson Ramey, Associate Dean for Student and Personnel Success
  | mwilson@csus.edu