



SACRAMENTO  
STATE

California State University, Sacramento  
Office of Academic Affairs

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## MEMORANDUM

March 1, 2024

TO: Dean Meyer, Arts & Letters  
Dean Coget, Business  
Interim Dean Sessoms, Education  
Dean Shafizadeh, Engineering and Computer Science  
Dean Maguire, Health & Human Services  
Dean Kautzman, University Library  
Dean Hammersley, Natural Sciences & Mathematics  
Dean Hyson, Social Sciences and Interdisciplinary Studies

FROM: Carlos Nevarez, Provost and Vice President (interim)

SUBJECT: Faculty RTP for 2024-2025

The following information is being provided to assist you as you proceed with the faculty retention/tenure/promotion process for your college.

### Please note:

- **WPAF's for tenure and promotion (T/P) candidates (including early T/P) are due two weeks earlier than in prior years. New due date for Provost/OFA access to WPAF's is now April 3, 2025**
- **The P4 Provost's final decision letter and the Dean's P3 & P5 final retention decision letter distribution date has been extended to mid-April. Final retention notices for P3, P4 & P5 will now be distributed on April 17, 2025.**

### **Per the Unit 3 CBA Articles 13.5 and 14.5, the following campus RTP deadlines have been approved for the 2024-2025 academic year:**

**Friday, January 17, 2025**

WPAF for **P4(2+2)** retention candidates access granted from College Office to Provost and Office of Faculty Advancement (OFA).

***P4(2+2) is person in their second year with two years of credit toward tenure at time of hire***

**Monday, February 17, 2025**

Provost's retention decisions for **P4(2+2)** distributed to faculty by OFA.

**Monday, February 17, 2025**

Deans' retention decisions (**P2 & P3(2+1)**) distributed to faculty by the College Office.

***P3(2+1) is person in their second year with one year of credit toward tenure***

<b>Monday, March 3, 2025</b>	WPAF for <b>P4</b> retention candidates OneDrive access granted from College Office to Provost and Office of Faculty Advancement (OFA).
<b>Thursday, April 3, 2025</b>	WPAF for <b>tenure and promotion</b> candidates (including early T/P) OneDrive access granted from College Office to Provost and Office of Faculty Advancement (OFA).
<b>Thursday, April 17, 2025</b>	Provost's retention decisions for <b>P4</b> distributed to faculty by OFA.
<b>Thursday, April 17, 2025</b>	Deans' retention decisions ( <b>P3 &amp; P5</b> ) distributed to faculty by the College Office.
<b>Monday, May 19, 2025</b>	Provost's decisions for <b>tenure &amp; promotion (including early T/P)</b> distributed to faculty by OFA.
<b>May 2025 or earlier</b>	Periodic reviews/evaluation of <b>first year tenure-track</b> faculty distributed by College/Department.

*The Unit 3 Collective Bargaining Agreement (CBA) RTP Notification Deadlines (Articles 13 and 14) are as follows:*

<i>Faculty who have served fewer than two (2) years of probation (P2 &amp; P3(2+1))</i>	<i>February 17, 2025</i>
<i>Tenure and other retention cases</i>	<i>June 2, 2025</i>
<i>Promotions</i>	<i>June 16, 2025</i>

**When establishing deadlines at the college and department levels, the following information from the University ARTP Policy 9.01.X (UARTP) (CBA 15.5) must be considered:**

"At all levels of review, before recommendations are forwarded to a subsequent review level, faculty unit employees shall be given a copy of the recommendation and the written reasons therefore. The faculty unit employee may submit a rebuttal statement or response in writing and/or request a meeting to be held to discuss the recommendation within ten (10) days following receipt of the recommendation. A copy of the response or rebuttal statement shall accompany the Working Personnel Action file and also be sent to all previous levels of review. This section shall not require the evaluation timelines be extended."

- The five-day notice period (*CBA 11.4/UARTP 4.03.C*) and ten-day response periods run concurrently. These 5 and 10 day periods should not be scheduled on non-academic workdays (ie. holidays, winter break, spring break, etc).
- Because the Deans consider the evaluation statements of the secondary committees in their independent reviews, it is important that the notice/response periods occur between the two reviews.
- At the department level, independent reviews by the primary committee and the department chair may be conducted simultaneously if neither considers the evaluation statement of the other. If department chairs do consider the primary committee's evaluation statements in their independent review, they are considered a subsequent level of review and the notice/response period must occur between the two reviews.
- Examples of the two alternatives at the department level are shown on the attached document (rtpflow chart19.pdf)

**Other important information:**

- All final retention letters prepared and distributed for **P2 & P3(2+1)** by the College Office (sample letter template attached), should be dated **February 17, 2025** for campus consistency and so that all faculty being reviewed receive them at the same time. Your office is also responsible for distribution to all cc:'s.
- All final retention letters prepared and distributed for **P3 & P5**, by the College Office (sample letter template attached), should be dated **April 17, 2025** for campus consistency and so that all faculty being reviewed receive them at the same time. Your office is also responsible for distribution to all cc:'s.
- If your College requires faculty to sign and return their final retention decision letters from the Dean please have them returned to the College Office. It is not necessary that the original signed letters be returned to OFA.
- **Please forward an electronic copy of the Dean's retention decision letters to OFA (jkernen@csus.edu) for all P-2, P-3(2+1), P3 and P-5 faculty once the review cycle has been completed.**
- According to campus policy and pursuant to the conditions in individual vacancy announcements, academic preparation is the fifth (5th) and separate criterion for retention, tenure, and promotion. Faculty members are given a date by which they must complete the doctorate in order to be retained. In order for a faculty to be separated from the University, if they do not complete the doctorate by the specified date, the faculty members must be given proper notice. Pursuant to the delegation from the President, the decision not to retain a faculty member rests solely with the Provost. **Therefore, in every instance where the doctorate is required by the end of the academic year (through August 2025), please prepare a letter of recommendation to the faculty member in question and submit the file to the Office of the Provost by January 17, 2025. In these cases, the letter indicating the University's final decision will come from the Provost.**

When you have established your college RTP calendar, please send an informational copy to Jackie Kernen, Director of Academic Personnel at [jkernen@csus.edu](mailto:jkernen@csus.edu), with a cc: to [faculty.advancement@csus.edu](mailto:faculty.advancement@csus.edu).

Procedural questions on this matter should be addressed to Rebecca Cameron ([cameron@csus.edu](mailto:cameron@csus.edu)), Vice Provost for Faculty Success (interim) or Jackie Kernen ([jkernen@csus.edu](mailto:jkernen@csus.edu)), Director of Academic Personnel.

**Attachments**

- c. Interim Vice Provost Cameron  
College Associate Deans  
College Personnel/Resource Analysts

February 17, 2025  
OR  
April 17, 2025

Name  
Address

Dear \_\_\_\_\_:

I am pleased to inform you of your reappointment for the 2025-26 academic year. This decision is based on my thorough review of your Working Personnel Action File including the recommendations from previous review levels. If you accept this appointment, you will be entering your \_\_\_\_ probationary year in the University beginning fall semester 2025.

***Insert Evaluative Comments Here***

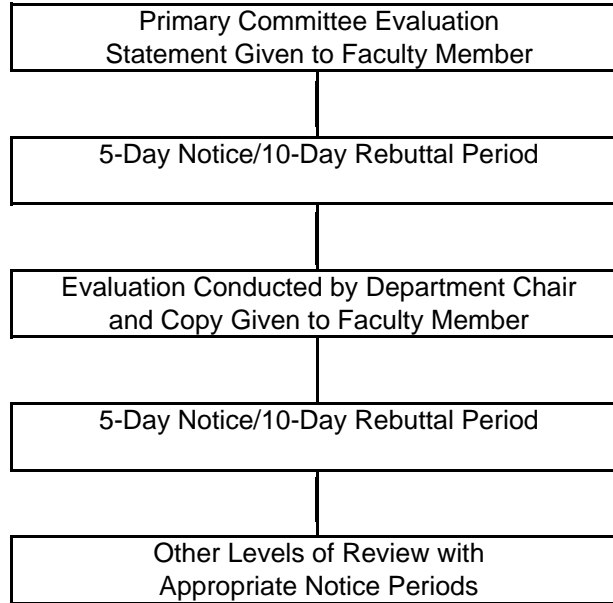
Thank you for your hard work. I look forward to reading your file again during the next review cycle.

Sincerely,

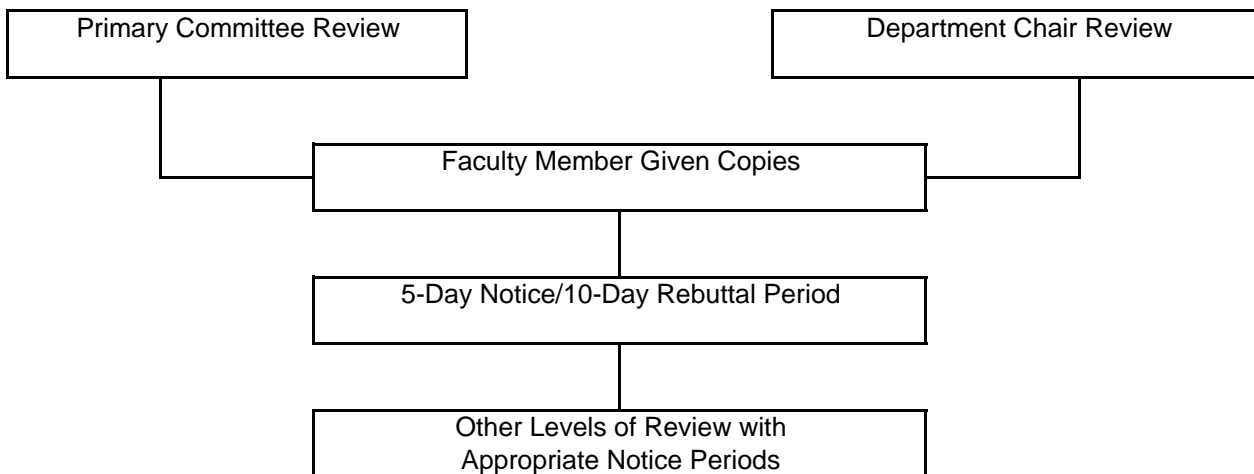
\_\_\_\_\_, Dean  
College of \_\_\_\_\_

- c. Provost \_\_\_\_\_  
Department Chair \_\_\_\_\_  
Chair of Secondary ARTP Committee  
Chair of Primary ARTP Committee  
PAF

**Primary Committee's Evaluation  
Used in Department Chair's Independent Review**



**Simultaneous Review by Department Chair  
and Primary Committee (Neither Considers Other's  
Evaluation in Own Independent Review)**



\*\*The models above are for departments/units for whom department chair is not a member of a primary committee



California State University, Sacramento  
 Faculty Senate  
 University Appointment, Retention, Tenure and Promotion Committee  
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October 25, 2023

*Approved  
10/31/23  
[Signature]*

To: Carlos Nevarez  
 Provost and Vice President for Academic Affairs (Interim)

From: Sue Escobar, Chair *Sue C. Escobar*  
 University ARTP Committee

Subj: **University RTP Deadlines for AY 2024-2025**

The University Appointment, Retention, Tenure and Promotion (UARTP) Committee recommends adoption of the deadlines (below) to govern the submission of RTP recommendations by the Colleges, the Library and the Counseling Faculty to you or your designees for action. Historic practices on this campus are reflected.

**University RTP DEADLINES FOR 2024-2025**

Evaluation		WPAFs to OFA	Final Decision Letters
Retention of 1 <sup>st</sup> and 2 <sup>nd</sup> year faculty	P2, P3*	- NA -	February 17, 2025
	P4*	January 17, 2025	
Retention of all other faculty	P3, P5	- NA -	April 17, 2025
	P4	March 3, 2025	
Tenure and/or Promotion (incl. early)		April 3, 2025	May 19, 2025

P3\* - A person in their second year with one year of credit toward tenure  
 P4\* - A person in their second year with two years of credit toward tenure

**Collective Bargaining Agreement (CBA) Notification Deadlines (per Articles 13 and 14)**

Evaluation	Final Decision Deadlines
Retention of 1 <sup>st</sup> and 2 <sup>nd</sup> year faculty (CBA 13.12)	February 17, 2025
Tenure and other retention cases (CBA 13.13 and 13.18)	June 2, 2025
Promotions (CBA 14.9)	June 16, 2025

Upon approval, the memo will be shared with the Faculty Senate.