



SACRAMENTO
STATE

College of Education: RTP workshop

September 6, 2024

Redefine the Possible™

Strategies for Inclusive Engagement

- Ensure your name is correct under participants
- Mute your microphone and turn off video
- Use “raise hand” feature for questions, and wait to be recognized
- After being recognized please unmute your video and microphone
- State your name first
- Please use the chat feature *minimally*
- Presentation is being recorded and will be posted
- Presenters will pause to allow time to read text on slides before speaking

- Any additions? Comments?

Goals for Today's Session

Participants will...

1. Understand the *purpose, timeline, and committee structure/function* for Retention, Tenure, and Promotion.
2. Be able to locate and use the COE RTP *policy, process, and tools* to construct your own RTP file.

RTP Purpose & Timeline

PURPOSE:

- to make recommendations for retention, tenure, and promotion based on a review of evidence provided by the faculty member being reviewed,
- to determine if the faculty member meets the criteria for being retained, tenured, and/or promoted.

TIMELINE:

- Tenure track faculty participate in the RTP process **each year** (as an Assistant Professor) and **once every 5 years** after tenure is granted (Post-Tenure Review).

YEAR 1 faculty will be reviewed next spring: deadline to submit materials is Friday, February 28, 2024

RTP Committees Structure/Function

PRIMARY Evaluation Committee (PEC) (from your home branch)

SECONDARY Evaluation Committee (SEC) (from all branches)

1. Review faculty member's submission/evidence
2. Make recommendation for retention, tenure, promotion based on evidence in the folder
3. Ensure criteria, policies, & procedures are correctly followed
4. Ensure materials, recommendations, and relevant documentation is forwarded to the next review level.

RTP Policy, Process, & Toolkit

RTP is governed by policies:

- [Collective Bargaining Agreement \(CBA\)](#), i.e. our “contract” that is negotiated between the union and CSU, and
- [University ARTP policy](#), and
- [College ARTP policy](#) (can also found on Faculty/Staff Resources page) - COE voted in a ***new RTP policy document*** last spring, so everyone should read and use it!

[RTP Toolkit](#) (also found on Faculty/Staff Resources page)

The RTP toolkit helps you organize your RTP file

Where is our RTP policy and RTP Toolkit?

- Search for CSUS.edu/coe (in google) to go to the COE home page
 - Click on “Education” under “Internal Documents and Resources”
 - Click “Faculty & Staff Documents, Policies & Forms”
 - Scroll down to “Retention, Tenure, & Promotion” section as shown below

Accessibility
Policy: Retention, Tenure & Promotion
Policy: System and University-wide
Policy: College-wide
Faculty Support
Faculty Travel
Supervision Travel
Curriculum Workflow Resources
Student Forms
Faculty Forms for Students

Policy: Retention, Tenure & Promotion

- [CURRENT 2023 ARTP Policy \(pending approval\) PDF](#)
- [OLD College ARTP Policy PDF](#)
- [RTP Toolkit](#)
- [College RTP Calendar \(2023-24\) PDF](#)
- ARTP Presentations
 - Fall 2022 Presentations
 - [Zoom Presentation Powerpoint \(9/9/2022\) PDF](#)
 - [Zoom Presentation Recording \(9/9/2022\)](#)
 - [Zoom Presentation Audio Transcript \(9/9/2022\)](#)
 - Spring 2023 Presentation
 - [Zoom Presentation Powerpoint \(2/3/2023\) PDF](#)
 - [Zoom Presentation Recording \(2/3/2023\)](#)
 - [Zoom Presentation Audio Transcript \(2/3/2023\)](#)
- Additional ARTP Policies
 - [Sacramento State University ARTP Policy](#)
 - [Collective bargaining Agreement between CFA and the CSU](#)

Committee Members

ALL COE Committee Membership is on the [COE Faculty/Staff Resources](#) webpage:

Accessibility

Policy: Retention, Tenure & Promotion

Policy: System and University-wide

Policy: College-wide

Faculty Support

Faculty Travel

Supervision Travel

Student Forms

Faculty Forms for Students

Policy: Retention, Tenure & Promotion

- [College ARTP Policy \(pending approval\)](#)
 - [Zoom Presentation \(9/10/2021\)](#)
 - [RTP Toolkit](#)
- [College RTP Calendar \(2022-23\) PDF](#)
- [University Appointment, Retention, Tenure and Promotion policy](#)
- [CFA Collective bargaining Agreement](#)

Policy: System and University-wide

- CSU Administrative Manual
- [Chancellor's Office Program Development policies and forms](#)
- [University policy Manual](#)

Policy: College-wide

- [College Policy Manual PDF](#)
- [COE procedures](#)
- [College Committees](#)
- [COE Strategic Plan PDF](#)

Upload & Organize your evidence

- Each of you has an electronic folder (if you have not received access, please email Debbie Dennick and Isabel Ibarra)
- Your RTP folder has already been set up with subfolders

A few Tips

- If a previous PEC or SEC review letter suggested you do something, use your narrative to explain what you did & why.
- Your index may LIST evidence that you choose not to LINK to. Use sparingly. PEC/SEC can ask to see the evidence.
- Student Questionnaire Evaluations are required. Put them in context in your narrative.
- Some evidence could be appropriate for more than one category. YOU choose which category (but only one) and YOU explain why it fits there.

Weights for Evaluative Criteria

- Teaching Performance – 55%
- Scholarly and/or Creative Achievements – 15%
- Contributions to the Institution – 15%
- Contributions to the Community – 15%

Let's explore together

COE RTP Policy

It's a LONG document! (30 pages)

A. Focus today will be on resources and strategies

- i. Teaching Performance
- ii. Scholarly or Creative Achievements
- iii. Contributions to the Institution
- iv. Contributions to the Community

B. You should review the entire document

Toolkit (aligns with our policy)

Teaching Performance

Review Level	Probationary Year 2	Probationary Year 3	Probationary Year 4-5	Tenure and Promotion to Associate or Full	Post Tenure	*Outstanding Performance
Meets Criteria	<p>Evidence of teaching effectiveness in all required materials from 4.3.1</p> <p>AND</p> <p>evidence of teaching effectiveness in at least one (1) of the other "Additional sources of evidence..." (4.3.2.1 through 4.3.2.6)</p> <p>AND</p> <p>SQEs that indicate development of teaching effectiveness.</p>	<p>Evidence of teaching effectiveness in all required materials from 4.3.1</p> <p>AND</p> <p>evidence of teaching effectiveness in at least two (2) of the Additional sources of evidence... (4.3.2.1 through 4.3.2.6)</p> <p>AND</p> <p>SQEs that indicate development of teaching effectiveness.</p>	<p>Evidence of teaching effectiveness in all required materials from 4.3.1</p> <p>AND</p> <p>evidence of teaching effectiveness in at least three (3) of the <u>"Additional sources of evidence..."</u> (4.3.2.1 through 4.3.2.6)</p> <p>AND</p> <p>SQEs that indicate teaching effectiveness.</p>	<p>SQEs that indicate teaching effectiveness.</p>	<p>(A) Evidence of teaching effectiveness in all required materials from 4.3.1</p> <p>AND</p> <p>(B) evidence of sustained investment in teaching effectiveness in at least four (4) of the "Additional sources of evidence..." (4.3.2.1 through 4.3.2.6) AND</p> <p>(C) SQEs that indicate outstanding teaching effectiveness for the period under review</p>	

*Outstanding Performance is only applicable to request for early tenure or early promotion-to Associate or Full

Teaching Performance Index

1. Faculty member's teaching assignment, indicating workload and courses per semester.
Faculty are encouraged to include quantitative results of student evaluations

Please describe the entire workload for each semester under review. The latest semester first.

Semester	Course number and title/Section OR Assigned time description	N	Mean
spring 2020	EDC 254, Section 3: Counseling and Psychotropic Medication	21	4.76
spring 2020	EDC 475, Section 5: Practicum in Counseling	6	4.82
spring 2020	EDC 238, Section 1: Professional Issues in Marriage and Family Counseling	13	4.75
Spring 2020	CCDS Site Supervision: 3 units release time		
spring 2020	MCFC Program Coordinator: 2 units release time		
fall 2019	EDC 219, Section: Group Processing in Counseling		4.54
fall 2019	EDC 216, Section: Counseling Theory		4.89
fall 2019	EDC 280, Section: Practicum in communication		4.58
fall 2019	CCDS Site Supervision: 2 units release time		
fall 2019	MCFC Program Coordinator: 2 units release time		

Use
the RTP Toolkit-!

Go to the
Toolkit, look
around in it,
bookmark it.

The index helps you
organize your file and
assists the reviewers
in understanding your
evidence

What is Evidence?

- Evidence includes documents, artifacts, or items that support/describe your work
 - For example
 - A syllabus or assignment you designed
 - A service letter from a committee chair you served on
 - A letter from an editor thanking you for reviewing for a journal
- Placing evidence into a WPAF is not enough
 - Your reflections/narratives should describe/analyze the evidence
- You don't have to include *everything*
 - Who are you? What evidence clearly demonstrates your development over time

Scholarly or Creative Achievements

4.4.5. Scholarly or creative Achievements Rating Criteria

Review Level	Probationary Year 2	Probationary Year 3	Probationary Years 4-5	Tenure and Promotion to Associate or Full	*Outstanding Performance
Meets Criteria	Two (2) pieces of evidence including: progress towards an activity in categories 1-2 AND one (1) additional activity in any of the categories	Three (3) pieces of evidence including: progress towards an activity in categories 1-2 AND two (2) additional activities in any of the categories	Four (4) pieces of evidence including: adequate progress towards two (2) activities in categories 1-2 AND one (1) additional activity in categories 1-3 AND one (1) additional activity in any of the categories	Five (5) pieces of evidence including: One (1) activity in category 1 AND one (1) additional activity in categories 1-2 AND two (2) additional activities in categories 1-3 AND one (1) additional activity in any of the categories	Seven (7) pieces of evidence including: (A) two (2) scholarly or creative activities in category 1 AND (B) two (2) additional scholarly or creative activities in categories 1-2 AND (C) two (2) additional scholarly or creative activities in categories 1-3 AND (D) one (1) additional scholarly or creative activity in any of the categories.

***Outstanding Performance** is only applicable to request for early tenure or early promotion to Associate or Full





Include Emails from Editors to Show Current Status of Your Submissions

Congratulations! Your article has been tentatively approved for publication on the HETS Online Journal (needs minor revision)

 Yelixa M. Castro Cruz <Yelixa_Castro@inter.edu>
To:  Gonzalez, Amber M
Cc:  Yubelkys Montalvo

 Reply  Reply All  Forward  Tue 10/27/2020 1:21 PM

 You forwarded this message on 10/27/2020 2:10 PM.
This message was sent with High importance.

-  Flipped classroom and Students of Color academic success 9 21 2020_ByCo-ED.docx 44 KB
-  Flipped classroom and Students of Color academic success_By ChiefEd.docx 45 KB
-  Review-Teaching Using a Flipped Classroom Approach.docx 23 KB
-  PUBLISHING AGREEMENT - HETS ONLINE JOURNAL-REV_June2016.pdf 241 KB

Dear Dr. González:

Greetings! Hope you are doing fine. Congratulations! We are pleased to inform that your article ***Teaching using Flipped Classroom Approach: Impacts for Students of Color*** has been **TENTATIVELY approved (subject to revisions)** for publication on the Volume XI, Fall Issue of the HETS Online Journal (publication is scheduled by the end of this month, but this is subject to changes). Please refer to the comments both Chief Editor, and Co Editor has included on the attached documents for your consideration and use. Rubric of your review has been included as well for your record. If you agree to move forward with the process, please in return **send us your revised article on or before** this Friday, **October 30th**. Also, we need you to send us at your earliest convenience your information for the authors page. The requested information is the following:

For each one of the authors:

1. Title at your institution or organization
2. Contact information (any you may want us to include, email, phone, blog, e.g.)
3. Brief bio in English with your experience on any related field. Up to two paragraphs long. **(we highly recommend this to be included)**
4. Portrait photo (web resolution on a .jpeg format) **(we highly recommend this to be included)**
5. Signed the attached publishing agreement for each author (Also attached)

We appreciate your kind support on this HETS initiative.

Have a wonderful day,

Yelixa

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Stay connected!
    

Beyond the Baccalaureate: Factors Shaping Latina/o Graduate Degree Aspirations

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Marcela G. Cuellar¹  and Amber M. Gonzalez²

Provide Journal's
Published Version of Your
Abstracts

Abstract

This study examined how Latina/o undergraduate students' graduate and professional degree aspirations change during college. Using longitudinal data from the Cooperative Institutional Research Program, a multinomial logistic regression analysis was conducted to examine factors associated with aspiring to earn a degree beyond a baccalaureate. Findings show that many students change their initial aspirations and several college experiences, such as higher college GPA and faculty interactions, are associated with Latinas/os' graduate and professional degree aspirations.

Resumen

Este estudio examinó como estudiantes latinos de pre-grado cambian sus aspiraciones sobre título profesional y postgrado durante su carrera universitaria. Usando información longitudinal del Programa de Investigación de la Cooperativa Institucional, se condujeron análisis de regresión logística multinomial para examinar factores asociados con la aspiración de obtener un postgrado. Los hallazgos demostraron que muchos estudiantes cambian sus aspiraciones iniciales y que varias experiencias universitarias, como un alto promedio universitario e interacciones con profesores, se asocian con aspiraciones de grados profesionales y de postgrado en latinos.

Keywords

Latina/o undergraduate students, degree aspirations, postbaccalaureate, graduate school, graduate degrees

Writing Grant Proposals for Scholarship

DON'T DO THIS	DO THIS
<ul style="list-style-type: none">• Give just the title of your grant proposal	<ul style="list-style-type: none">• Provide a copy of the grant proposal abstract in its submitted form• Provide email evidence (or a screenshot) that your grant was submitted successfully• Provide a copy of the notice of award from granting institution, including amount requested/awarded• Provide a letter from the grant PI describing your contribution to the grant proposal.• If you have not yet submitted the proposal, but have an idea that has been sent through the IRB, then include the submission of IRB as evidence.

Making Presentations of your Scholarship

DON'T DO THIS	DO THIS
<ul style="list-style-type: none">• Give just the title of your presentation	<ul style="list-style-type: none">• Provide tables and figures with details for reader• Page from the program showing your name and presentation title and abstract• Email or letter indicating your presentation's selection• If presenting for an organization that is not universally known, include publicly-available information about the organization (for example a screenshot of the About page from the organization's website)

Contributions to the Institution

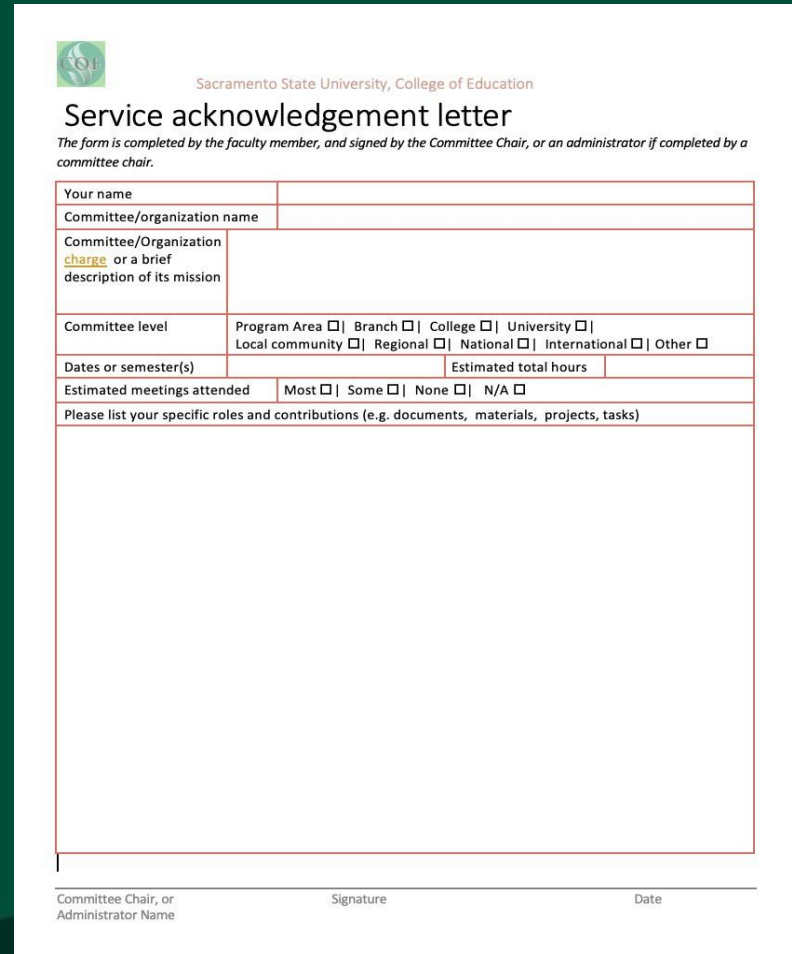
4.5.5. Contributions to the Institution Rating Criteria


Review Level	Probationary Year 2	Probationary Year 3	Probationary Year 4-5	Promotion to Associate Professor and Tenure	Promotion to Full	*Outstanding Performance
Meets Criteria	Evidence of active participation in any category.	Evidence of active participation in two (2) different categories.	Evidence of active participation in category 1 AND evidence of active participation in two (2) different categories 2-4	Evidence of active participation in category 1 AND evidence of active participation in category 2 AND evidence of active participation in categories 3 OR 4 AND in one of the areas presented, evidence of substantial contributions or leadership	Evidence of active participation in two (2) different categories AND in both of the areas presented, evidence of substantial contributions or leadership	Evidence of sustained active participation in three of the four categories AND evidence of sustained, ongoing leadership and/or substantive responsibility in 2 of the 4 categories presented

*Outstanding Performance is ~~only~~ applicable to request for early tenure, or early promotion to Associate or Full

Institutional Service

- RTPToolkit
 - Service Acknowledgement Letter signed by branch chair, committee chair, etc.



 Sacramento State University, College of Education

Service acknowledgement letter

The form is completed by the faculty member, and signed by the Committee Chair, or an administrator if completed by a committee chair.

Your name			
Committee/organization name			
Committee/Organization charge or a brief description of its mission			
Committee level	Program Area <input type="checkbox"/> Branch <input type="checkbox"/> College <input type="checkbox"/> University <input type="checkbox"/> Local community <input type="checkbox"/> Regional <input type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Other <input type="checkbox"/>		
Dates or semester(s)	Estimated total hours		
Estimated meetings attended	Most <input type="checkbox"/> Some <input type="checkbox"/> None <input type="checkbox"/> N/A <input type="checkbox"/>		
Please list your specific roles and contributions (e.g. documents, materials, projects, tasks)			
Committee Chair, or Administrator Name	Signature	Date	

Contributions to the Community

4.6.3. Contributions to the Community Rating Criteria

Review Level	Probationary Year 2	Probationary Year 3	Probationary Year 4-5	Tenure and Promotion	*Outstanding Performance
Meets Criteria	Evidence of developing active participation in categories 1 or 2.	Evidence of active participation in categories 1 or 2.	Evidence of developing leadership or substantial contribution in categories 1 or 2, OR multiple service areas in categories 1 or 2.	Evidence of service in category 1 OR evidence of service in category 2 AND in one of the areas presented, evidence of substantial contributions or leadership	Evidence of sustained, ongoing leadership and/or substantive responsibility in both categories

*Outstanding Performance is only applicable for early tenure or early promotion to Associate or Full

COE- RTP page 12- [4.6 Contributions to the Community](#)

Illustrating your Service in the Community

DON'T DO THIS	DO THIS
<ul style="list-style-type: none">• List in dense narrative form all the details• List things in community service that you already listed in scholarship, teaching, or university service without articulating clearly for the reader why it should not be considered “double dipping”	<ul style="list-style-type: none">• Provide tables and figures with details for reader• Provide a letter or email from organization noting specific role/tasks you have served/completed on behalf of the organization• Include materials developed for mass/social media, highlighting any reference to your role in developing them

Early Tenure and Early Promotion

- Early tenure is not a right.
- Early tenure is recognition of qualifications and performance **substantially beyond** that required for the granting of tenure after the normal six (6) year probationary period.
- Early tenure is granted for attaining a professional standard that includes activities which bring **widespread recognition to the individual and the university** from the academic community and/or the general public.
- A faculty member under consideration for early tenure shall contain evidence of recognized outstanding performance in teaching, which shall be given primary weight, and of appropriate academic preparation.
 - It shall also contain evidence of recognized outstanding performance in at least two (2) of the remaining three (3) university criteria for retention, tenure, and promotion: scholarly or creative achievement, contribution to the institution, and contribution to the community.
 - The candidate must also receive a minimum rating of “meets criteria” for the remaining fourth evaluative area

Additional Support

- Please work with your Branch Chair
- Mentors and colleagues
- RTP content/organizational Q&A:
- Sept. 12th 12-1:30pm via Zoom – bring your questions.

Questions and Comments



