



COLLEGE OF HEALTH & HUMAN SERVICES

# RTP COMMITTEE WORKSHOP

September 2024

# AGENDA

- Roles and Responsibilities
- Primary & Secondary Review Distribution
- File Organization
- Acrobat Sign & OneDrive
- Procedural Guidance
- 24-25 Review Timeline

# ROLES & RESPONSIBILITIES

- Department Chair
  - “Supervise[s] the evaluation of department faculty and staff as required by departmental personnel procedures”
  - Given “view” access until file closure deadline (unless completing an independent review)
- Primary Committee
  - Department-level review of peers; must be tenured faculty at a higher rank than those being evaluated
- Secondary Committee
  - College-level, independent review; must be tenured faculty at a higher rank than those being evaluated
  - One representative from each academic department within HHS
- Dean
  - Completes a separate and independent review from Primary, Chair (if applicable), and Secondary reviews
  - Final decision in periodic & retention reviews (except P4)
- Provost
  - Makes the final decision for P4, and all Tenure and/or Promotion files (P6, Early T/P, or Full)

# RETENTION, TENURE, AND PROMOTION (ARTP) POLICIES



# PROBATIONARY FACULTY

- P-1: Newly hired probationary faculty members without credit towards tenure.
- P-2: Probationary faculty in their second year, or first year hired with one year toward tenure.
- P-3: Probationary faculty in their third year, or first year hired with two years toward tenure, or second year hired with one year toward tenure
- P-4: Probationary faculty in their fourth year. Final decisions for retention at this level rest with the Provost.
- P-5: Probationary faculty in their fifth year.
- P-6: Probationary faculty in their sixth year. Faculty in this classification must be reviewed for tenure and/or promotion.

# PRIMARY COMMITTEE

## Retention

- All retention files (P2-P5) may be reviewed by either Tenured Associate or Full Professors
- WPAF File Closure is Sep 27
- Primary Committee gains access by Oct 2.
- Recommendations are due to the Dean's Office between Oct 23 – Nov 1, depending on the category.
  - Check the HHS RPT calendar for dates.

## Tenure and/or Promotion

- Tenure & Promotion files (Early, P6, Full) must be reviewed by tenured faculty at a higher rank
  - i.e., P6 faculty may be reviewed by Tenured Associates, but Associates requesting promotion to Full must be reviewed by Tenured Full professors.
- WPAF File Closure is Oct 11
- Primary Committee gains access by Oct 16
- Letters due to Dean's Office by Nov 18

# SECONDARY COMMITTEE

## Secondary A

- ALL retention files (P2-P5)
- Members are Tenured Associate or Full Professors
- Note: P4 w/2 years toward tenure has an accelerated timeline; letters are due to the Dean's Office by Nov 26
- Remaining are due December 6 or 11. Check the RTP calendar for each category.

## Secondary B

- ALL Tenure & Promotion files (early, P6, Full)
- Members are Tenured Full Professors ONLY
- Letters due to Dean's Office by January 24

Committees ensure that all Primary Committees follow policies & procedures while conducting an independent evaluation

# FILE ORGANIZATION

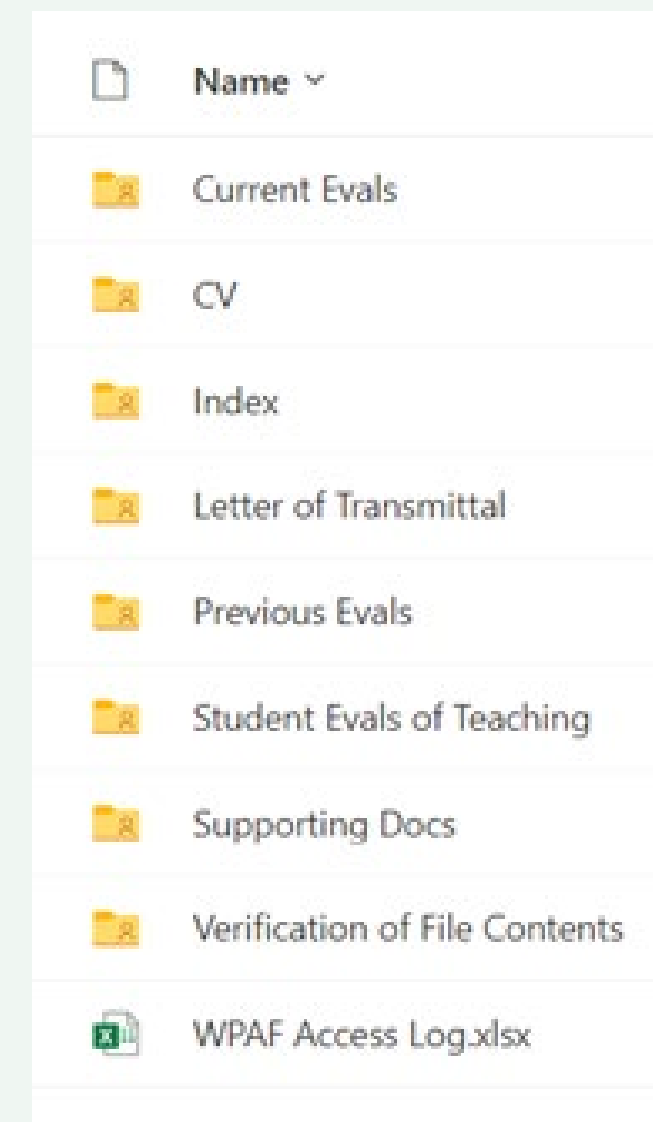
- All WPAFs/PAFs are in OneDrive
- Files are developed by the faculty member & the Dean's Office
- Timeline of materials to include:
  - Retention
    - Items from AY 23/24
  - Tenure and/or Promotion
    - P6 or early T/P: Items from hire date to current file closure
    - Promotion to Full: Items from last review closure to current file closure
- Added to file by Dean's Office:
  - Appointment Letter
  - Access Log
  - Verification of Contents & Transmittal Sheets (Appendices)
  - Current & Past RTP Evaluations
  - Student Course Evaluations













# ORGANIZATION OF WPAF IN ONEDRIVE

Faculty under evaluation and the custodian of PAFs (Dean's Office) shall place materials in the WPAF in the following order:

- Current RTP Evaluations (DO)
- CV (Faculty)
- Index (Faculty)
- Letter of Transmittal (Faculty)
- Previous RTP Evaluations (DO)
- Student Evaluations of Teaching (DO)
- Supporting Docs (Faculty)
  - Teaching Effectiveness
  - Scholarship & Creative Activities
  - Service to Campus, College & Department
  - Service to Community
- Verification of File Contents (DO)



	Name ▾
	Current Evals
	CV
	Index
	Letter of Transmittal
	Previous Evals
	Student Evals of Teaching
	Supporting Docs
	Verification of File Contents
	WPAF Access Log.xlsx

# ONEDRIVE

- Faculty member has “edit/upload” access and Department Chair has “view” access until file closure date
- Upon file closure Dean’s Office will add the Access Log and grant access to Primary Committee during the primary review period
- Access is removed once the Primary review period ends, and then granted to Secondary Committee during the secondary review period
- Training guides on OneDrive are available on the [HHS RTP website](#)

## WPAF ACCESS LOG

- Spreadsheet within each faculty member’s WPAF
- Each reviewer must log name & date each time the file is viewed

SACRAMENTO STATE		TRANSFER OF CUSTODY AND ACCESS DISCLOSURE LOG FOR WORKING PERSONNEL ACTION FILE 2020-21 REVIEW CYCLE		H&HS SCHOOL OF HEALTH & HUMAN SERVICES	
Candidate:		Department:			
Review:		Current Rank:			
<p>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.</p> <p><b>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.</b></p> <p>A new Transfer of Custody and Disclosure Log is used for each review cycle.</p>					
Signature of WPAF Reviewer				Date	
2					
3					

# SUGGESTED FILE NAMING CONVENTION

- For ease for the reviewers, faculty are asked to follow a simple file naming convention, matching the number on their uploaded document to the number in their index.

**A. Teaching Effectiveness**

- 1.\* Syllabi for courses taught during period being evaluated.  
SSG 1, 50, 110, 245  
Bio. Sci. 20
- 2.\* Sample tests for all courses listed above.
- 3.\* Lab exercises developed for SSG 110.
- 4.\* Student evaluation of field trip in SSG 245

Files > OFA > RTP > 2020-21 RTP > HHS > Zember, Faculty > Supporting Docs > 1. Teaching Effectiveness 

 Name 	Modified 	Modified By 	File size 	Sharing
  2019-20Teaching1-3.pdf	A few seconds ago	Haddan, Amanda L	72.6 KB	 Shared
  2019-20Teaching4.pdf	A few seconds ago	Haddan, Amanda L	72.6 KB	 Shared

Note: all files have a 30-character limit

# PRIMARY REVIEW DISTRIBUTION

## Evaluation Letters

- Committee Chairs will be responsible for sending final letters for signature on Letterhead via Acrobat Sign
- Signed, PDF letter(s) should be uploaded into OneDrive “Committee” Folder for Dean’s Office to distribute & upload into faculty’s WPAF.

## Appendix A (Primary Committee Transmittal Sheet)

- Committee Chairs will be responsible for initiating the new Acrobat Sign Workflow and completing the form with the Committee’s vote.
- Workflow links are available on the [HHS RTP Website](#)
- Dean’s Office will upload file to faculty’s WPAF.

All review letters will be delivered via email & uploaded into the WPAF in OneDrive by the Dean’s Office

# APPENDIX A

HHS-RTP\_Appendix-A

How this workflow works?  
Enter instruction for sender...

**Recipients**

Committee Chair\* Defaults to submitter

Myself None

Committee Member 2\*

Enter Committee Member 2 email None

Committee Member 3\*

Enter Committee Member 3 email None

Committee Member 4

Enter Committee Member 4 email None

Committee Member 5

Enter Committee Member 5 email None

Division-Department Chair\*

Enter Division-Department Chair email None

CC | Hide

CC Do not remove or change

hhs-rtp@csus.edu

Document Name\* Add Dept & Faculty Last Name to end of file name

HHS-RTP\_Appendix-A Ex. HHS-RTP\_Appendix-A\_SWRK\_Jones

COLLEGE OF HEALTH AND HUMAN SERVICES  
APPENDIX A  
Primary ARTP Committee  
Transmittal Sheet

2024/25 Academic Year

Candidate's Name:\* Faculty Member's Name

Department/Division/School:\* Department Name

Action(s) Considered:

Retention Promotion Tenure Early Promotion Early Tenure

**PUT AN X IN THE BOXES THAT APPLY**

Primary Committee Recommendation(s):

Yes/No		Vote	Yes/No		Vote
	Retention			Early Promotion	
	Promotion			Early Tenure	
	Tenure				

ENTER "YES" OR "NO" IN THE BOXES THAT CORRESPOND TO THE ACTIONS CONSIDERED.

FORMAT THE "VOTE" BOXES AS THE NUMBER OF "Y-N" VOTES.  
**EXAMPLES**  
3-0 (UNANIMOUS YES)  
0-3 (UNANIMOUS NO)  
2-1 (MIX OF YES & NO)

# SECONDARY REVIEW DISTRIBUTION

## Evaluation Letters

- Committee Chairs will be responsible for sending final letters for signature on Letterhead via Acrobat Sign
- Signed, PDF letter(s) should be uploaded into OneDrive “Committee” Folder for Dean’s Office to distribute & upload into faculty’s WPAF.

## Appendix C (Secondary Committee Transmittal Sheet)

- Committee Chairs will be responsible for initiating the new Acrobat Sign Workflow and completing the form with the Committee’s vote.
- Workflow links are available on the [HHS RTP Website](#)
- Dean’s Office will upload into faculty’s WPAF.

All review letters will be delivered via email & uploaded into the WPAF in OneDrive by the Dean’s Office



# APPENDIX C

HHS-RTP\_Appendix-C

How this workflow works?  
Enter instruction for sender...

**Recipients**

Committee Chair\* **Defaults to submitter**

Myself None

Committee Member 2\*

Enter Committee Member 2 email None

Committee Member 3\*

Enter Committee Member 3 email None

Committee Member 4\*

Enter Committee Member 4 email None

Committee Member 5\*

Enter Committee Member 5 email None

Committee Member 6 (Optional if needed)

Enter Committee Member 6 (Optional if needed) email None

Committee Member 7 (Optional if needed)

Enter Committee Member 7 (Optional if needed) email None

Committee Member 8 (Optional if needed)

Enter Committee Member 8 (Optional if needed) email None

RTP Manager\* **Do not remove or change**

hhs-rtp@csus.edu None

CC | Hide

CC

Enter CC's emails

Document Name\* **Add Dept & Faculty Last Name to end of file name**

HHS-RTP\_Appendix-C **Ex. HHS-RTP\_Appendix\_C\_SWRK\_Jones**

COLLEGE OF HEALTH AND HUMAN SERVICES  
APPENDIX C  
Secondary ARTP Committee  
Transmittal Sheet

2024/25 ACADEMIC YEAR

Candidate's Name:\*

Department/Division/School:\*

**Action(s) Considered:**

Retention Promotion Tenure **PUT AN X IN THE BOXES THAT APPLY** Early Promotion Early Tenure

**Secondary Committee Recommendation(s):**

Yes/No		Vote	Yes/No		Vote
	Retention			Early Promotion	
	Promotion			Early Tenure	
	Tenure				

**ENTER "YES" OR "NO" IN THE BOXES THAT CORRESPOND TO THE ACTIONS CONSIDERED.**

**FORMAT THE "VOTE" BOXES AS THE NUMBER OF "Y-N" VOTES.**  
**EXAMPLES**  
3-0 (UNANIMOUS YES)  
0-3 (UNANIMOUS NO)  
2-1 (MIX OF YES & NO)

# PROCEDURAL GUIDANCE

## WPAF File Closure - 4 PM!

- Faculty submits Verification of File Contents via Adobe Sign on file closure date
- After this, no other items may be added or removed from the WPAF, and edit access is removed.
- Once closed, files are submitted to Primary Committee for review
- Only the Dean's Office inserts Primary, Chair, Secondary, and Dean's review letters.

## File Closure Dates:

- September 27: All Retention (P2-P5)
- October 11: All P6, Tenure and Promotion, Early Promotion
- January 28: All Periodic Reviews



# TENURE/PROMOTION

- Six years is the standard timeline to request tenure & promotion to Associate Professor
  - Truncated if hired with years toward tenure
- Tenure review is required by the sixth probationary year (P6)
- Promotion reviews are optional; must indicate in writing if not desired
- Once tenure is granted, faculty must be reviewed every five years

## Early Promotion

- “Outstanding” performance in teaching; appropriate academic preparation; “Outstanding” in 2 of the other 3 areas of evaluation
- Consider: What is “Outstanding”?

## Early Tenure

- Performance must be substantially beyond that required for tenure after a normal six-year probationary period
- Activities bring widespread recognition to the individual and university from the academic community and/or the general public
- “Outstanding” performance in teaching; appropriate academic preparation; “Outstanding” in 2 of the other 3 areas of evaluation

# TIPS

- Review stated action for accuracy (retention, tenure, promotion, early, etc...)
- Look for responses to earlier reviews
- Be specific in your recommendations
- Ask for any items you need to review that are not in the file (not denoted by an asterisk)
- Note activities that span timelines and cross categories
- Encourage candidates to work on files year-round
- Include rebuttal in your review (if applicable)

# COLLEGE OF HHS 2023-24 RTP CALENDAR OF DEADLINES

- Calendar was emailed to Chairs and all faculty up for review
- It is posted on the Inside HHS website accessible through My Sac State > Internal Documents & Resources > Health & Human Services > Retention, Tenure, and Promotion (RTP) Process

[HHS RTP Calendar 2024-2025](#)

<b>College Resources</b>
Faculty/Staff/Chair Professional Development Guidelines
Travel Guidelines
Faculty Searches
New Temporary (Lecturer) Faculty Rank & Salary Request
Student Development Guidelines
Student Hiring Resources
<b>Retention, Tenure, and Promotion (RTP) Process</b>
Telecommuting Program - HHS Considerations

QUESTIONS?

# CONTACT

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