



SACRAMENTO
STATE

College of Health and Human Services RTP Workshop

September 2024

Redefine the Possible™

Agenda

- Overview
- PAF and 24-25 WPAF
- OneDrive and Adobe Sign
- Secondary Committee
- Dean's Review
- Early Tenure and/or Promotion
- Tips
- Quality v Quantity
- 24-25 Review Timeline

Retention, Tenure and Promotion (ARTP) Policies

Memorandum of
Understanding (MOU)
For Unit 3 Faculty

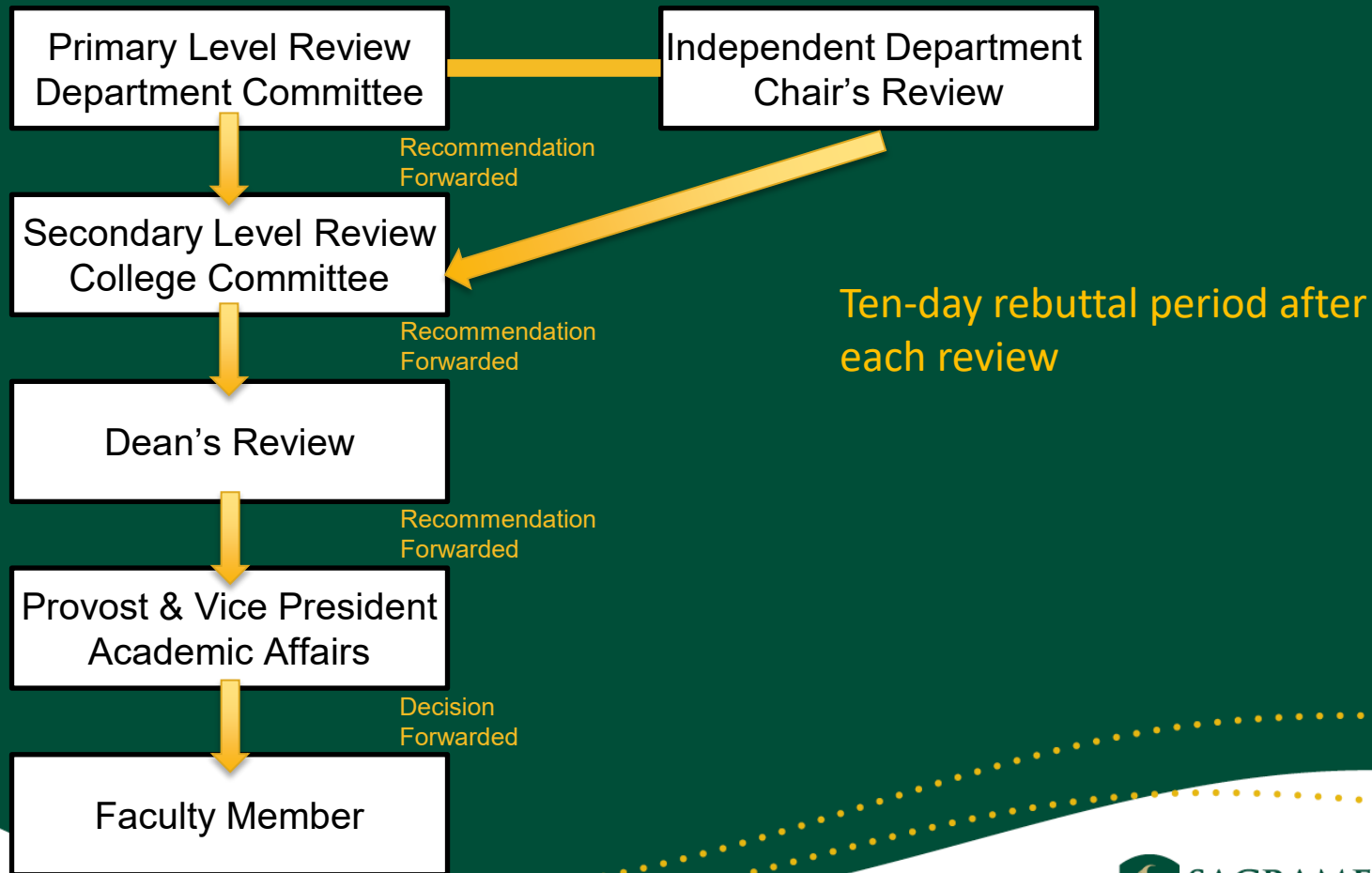
CSU Board of
Trustees Policies On
Evaluation Criteria

Sacramento State ARTP Policy
Presidential Memorandum FSA 00-11

College ARTP Policy

Department ARTP Policy

Retention Tenure Promotion (RTP) Flow Process



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.

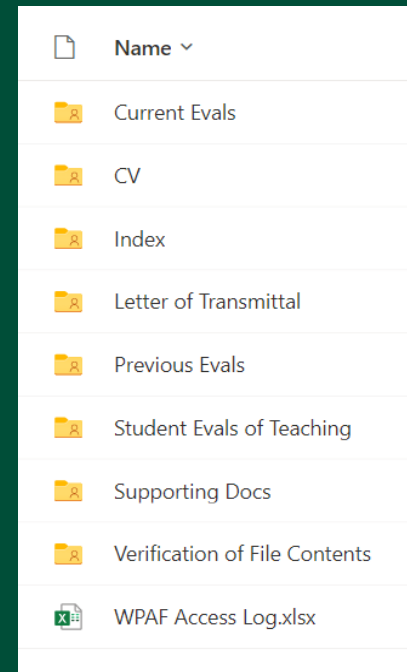
2024-2025 WPAF

- One Drive
- Developed by faculty member and Deans Office
 - Permanent Custodian is the Dean
- Timeline of materials to include:
 - Retention: 2023-2024 materials
 - Tenure and/or Promotion: from last review file closure to current file closure
- Added by college:
 - Appointment Letter
 - Access Log
 - Transmittal Sheets (Appendices)
 - Verification of Contents
 - Current RTP Evaluations
 - Past RTP Evaluations
 - Student Evaluations

Organization of WPAF OneDrive

Faculty under evaluation and custodian of PAFs shall place materials in the WPAF in the following order:

1. Current RTP Evals (Deans Office)
2. CV (Faculty)
3. Index (Faculty)
4. Letter of Transmittal (Faculty)
5. Previous RTP Evals (Deans Office)
6. Student Evals of Teaching (Deans Office)
7. Supporting Docs (Faculty)
 1. Teaching Effectiveness
 2. Scholarship and Creative Activities
 3. Service to Campus, College & Dept
 4. Service to Community
8. Verification of File Contents (Deans Office)

A screenshot of a OneDrive file list interface. The list is titled 'Name' with a dropdown arrow. It contains several folders and one file. The folders are: 'Current Evals', 'CV', 'Index', 'Letter of Transmittal', 'Previous Evals', 'Student Evals of Teaching', 'Supporting Docs', and 'Verification of File Contents'. The file is 'WPAF Access Log.xlsx'.

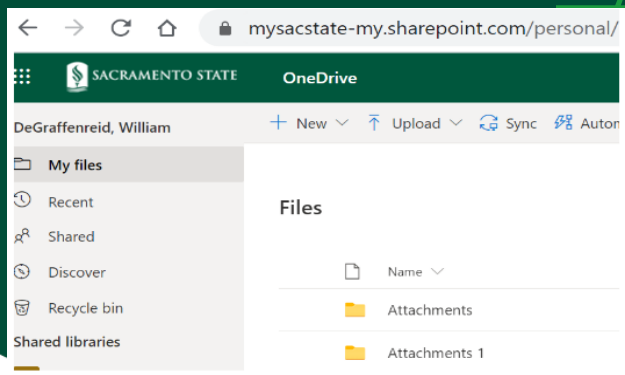
Name
Current Evals
CV
Index
Letter of Transmittal
Previous Evals
Student Evals of Teaching
Supporting Docs
Verification of File Contents
WPAF Access Log.xlsx

OneDrive

You were assigned access to a folder, you were sent an email with a link to that folder.

One Drive Access via a web browser.

Navigate your browser to <https://mysacstate-my.sharepoint.com/>



OneDrive

- Faculty member has edit/upload access and Chair has view access until file closure date
- Upon file closure, Deans Office will grant access to Primary Committee.
- Training guides are available on our internal [CHHS RTP Webpage](#)
- Keep file name length reasonable (less than 30 characters)

Suggested File Naming Convention

- Match number on uploaded document to 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: Please adhere to a 30 character limit for file all names.

Adobe Sign

- DO will send following through Adobe Sign
 - Verification of file contents to Faculty and Chair
 - File Closure Date
 - Appendices for Primary Committee, Secondary Committee, and Dean

Areas of Review

- Teaching Effectiveness
- Scholarly and Creative Achievements
- Contributions to the University
- Contributions to the Community

Index

Index of items in the following section of the file (A-E)

- a. Evidence for teaching effectiveness
 - i. Student evaluations
 - ii. Peer evaluations, if any
 - iii. Syllabi (at least one for each course taught)
 - iv. Other evidence of teaching effectiveness
- b. Evidence for scholarly and creative activities
- c. Evidence for institutional service
- d. Evidence for community service
- e. Other materials required by the College ARTP policies not included elsewhere

Index

- A record of activities and materials in the WPAF in outline format
- Covers time period being reviewed
- Use asterisk to indicate which items in file
- Items without asterisk can be called for at any review level with 24 hour notice
- Most recent items first
- Use “mini” index for each area of review

Letter of Transmittal

- State action requested
- Indicate activity specified as condition of employment, i.e., doctorate
- Summarize activities documented in file for each of four evaluation categories
- Help guide and focus the reader
- Include preferred pronoun (not required)
- Use “mini” letter of transmittal and index

WPAF Closure – 4PM!

- Must verify file contents with Chair
 - Deans Office will send verification of file contents via Adobe Sign on file closure date
 - After this, no other items may be added or removed from the WPAF
 - Once closed, file is submitted to Primary Committee for review
 - Dean's Office inserts Primary, Secondary and Dean Reviews
- [HHS Retention, Tenure & Promotion Calendar 2024-2025](#)
- September 27: P2, P3 w/1 yr., P3, P4, P4 w/2 yrs., P5
- October 11: P6 T/P, early promotion
- January 28: All periodic reviews

Role of Department Chair

- Per University Policy:
 - “...Supervise the evaluation of department faculty and staff as required by departmental personnel procedures.”
 - Will be given view access until file closure deadline.

Secondary Committee

- Secondary A: Reviews Retention Files
 - Members are Tenured Associates or Full Professors
- Secondary B: Reviews Tenure and Promotion Files
 - Members are Tenured Full Professors
- The Primary Committee ensures policies and procedures are followed
- And Conducts independent evaluation

Dean's Review

- Separate and independent from Primary, Chair (if applicable), and Secondary reviews
- P4, P6, and Tenure and/or Promotion go to Provost for final decision

Ten Day Rebuttal Period

- The faculty unit employee may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within ten (10) calendar 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 that evaluation timelines be extended.

Tenure & Promotion Timelines

- Six years standard time to request Tenure and promotion to Associate Professor
- Tenure review required by the sixth probationary year (P6)
- Promotion reviews are optional; must indicate in writing if not desired
- Post-tenure, all faculty must be reviewed every five years

Early Promotion

- Outstanding performance in teaching and appropriate academic preparation
- Outstanding in 2 of the other 3 areas of evaluation
 - Scholarly and creative achievement
 - Contribution to the institution
 - Contribution to the community

Early Tenure

- Performance substantially beyond that required for tenure after normal 6 year probationary period
- Activities bring widespread recognition to individual and university from academic community and / or general public
- Outstanding teaching, appropriate academic preparation; outstanding in 2 of the 3 remaining criteria

Tips

- Read and respond to previous reviews
- If no teaching assignment, memo from supervisor indicating work done
- Don't vary order for presentation of material
- Label each item so relevance is apparent
- Items can only be used in a single category, however, some items cross categories
- Work on your file year-round, finalize before review

And now for...

A Discussion About
Quality over Quantity

Quality/Quantity

- Demonstrated achievement in teaching, scholarship/creative activity, and service.
- Grounded in academic and disciplinary standards. Know your discipline and how it is evolving.
- Just enough to make your case, not an ounce more.
- *Anything* listed in the index can be requested for review.
- Therefore, *not* everything needs to be included, just the best of it.

College of HHS 2024-25 RTP Calendar of Deadlines

- Calendar was emailed to all faculty up for review
- It is posted on the Inside HHS website accessible through My Sac State > Internal Documents & Resources > Health & Human Services [HHS RTP Calendar 2024-2025](#)

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

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Questions?