

A large, stylized graphic on the left side of the slide. It consists of several overlapping triangles in shades of blue, green, and yellow, forming a larger, abstract shape that points to the right. The top and bottom corners of the slide are also decorated with blue triangular shapes.

**CalPoly**  
Pomona

# Department RTP Criteria Workshop

**Presented by Office of Faculty Affairs  
and the University RTP Committee**

Jill Hargis, Interim AVP for Faculty Affairs  
Aubrey Fine, Professor and Chair, URTPC

# RTP Online Resources

Faculty Affairs Website:  
*Tenure Line Faculty - Evaluation*

- RTP calendar
- Policies
- Academic Resolutions
- Faculty Performance Review Form
- Evaluator's Forms
- Interfolio Resource link

## Office of Faculty Affairs

Home

About Us >

Tenure Line Faculty ▾

Compensation

Department Chair,  
Appointment and  
Review

Employment  
Requirements

Evaluation

Faculty Additional  
and Outside  
Employment

Tenure-Track  
Search and  
Appointment Forms

Apply to Tenure-  
Track Positions

Temporary Faculty >

Unit 11 Employees >

Leaves

Retirement Programs

Related Resources

## Tenure-Line Faculty Evaluation

### Reappointment, Tenure & Promotion (RTP)

RTP packets must be submitted via [Interfolio](#).

By the start of fall semester, a case will have been created in Interfolio for faculty eligible to submit a RTP packet via Interfolio. Once you log in to Interfolio, you will be able to access instructions for submitting your packet along with links to upload the required documents and forms. Please begin drafting your candidate's report and self-narrative using the form below. This will become part of your RTP submission.

#### RTP Calendar

- [RTP Calendar 2022-2023](#) (pdf)

#### RTP Policies

- [Policy No: 1328 - RTP Policy and Procedure](#) (pdf)
- [Policy No: 1329 - Student Evaluation of Teaching](#) (pdf)
- [CBA Article 15 Evaluation](#) (doc)
- [Senate Resolution on Faculty Evaluations - Spring 2020](#)
- [Senate Resolution on Faculty Evaluations - AY 2020-2021](#)
- [Letter for PAF - COVID-19 Context in AY 2021/22](#) (doc)
- [Letter for PAF - COVID-19 Context in AY 2020/21](#) (pdf)

#### RTP Forms

- [Faculty Performance Review Form 2022-23](#) (doc) - for full performance reviews
- [Periodic Review Form 2022-23](#) (doc) - for faculty periodic reviews
- [DRTPC Evaluation Form 2022-23](#) (doc) Signature page (pdf)
- [Department Chair Evaluation Form 2022-23](#) (doc) Signature page (pdf)
- [Dean Evaluation Form 2022-23](#) (doc) Signature page (pdf)

# DRTPC duties during the RTP cycle

- Evaluate using only applicable department RTP criteria
- Produce DRTPC evaluation by deadlines
- Maintain security and confidentiality

# DRTPC duties during the Academic Year

- Responsible for making sure class peer observations are conducted
- Mentor probationary faculty about departmental expectations
- **Initiate review of department RTP criteria document** as needed or if expired (current deadline for submission to the DRTPC and the Dean is March 1st each year). CRTPC, Dean, and AVPFA are also reviewers.

# Overview of Changes to RTP Process

- Change in options in terms of length of reappointment.
- Introduction of **Periodic Evaluation (PE)** for probationary faculty (vs. Performance review)
- Changes in **RTP package** components for probationary faculty and for tenured faculty applying for promotion

## Change in options in terms of length of reappointment

- **Performance Review (PR)** required for reappointment
- Probationary faculty issued a **two-year appointment** will submit their next full RTP package in fall semester of the second year of the appointment
- Those issued a **one-year appointment** will submit their next full RTP package in fall semester of that year (current system for everyone) – the way it is currently done

## Change in options in terms of length of reappointment

- During a **Performance Review (PR)**, based on the review of the RTP package and evaluation of progress towards tenure and promotion, evaluators at any level of review may recommend that a probationary faculty member undergo another performance review rather than a periodic evaluation in the following Academic Year.
- This recommendation is not subject to appeal although the probationary faculty member can submit a rebuttal.

# What to Consider when Revising your Department Criteria Document



DRTPC Structure



RTP Procedures



Criteria for RTP Evaluation



# DRTPC Structure

## 1. Specify structure and size of the DRTPC

Policy 1328:

- a. 3 to 7 members with 10 or fewer faculty eligible to serve
- b. 5 to 9 members with 11 to 17 faculty eligible to serve
- c. 7 to 15 members with 18 or more faculty eligible to serve

## 2. DRTPC members must be elected by majority vote of the probationary & tenured faculty of the department via secret ballot

- a. Due to Dean & Faculty affairs by **March 1<sup>st</sup>**

## 3. Specify procedure for election of DRTPC chair

# RTP Procedures

1. Specify procedures for peer observations of teaching including how peers will be assigned for class observations and ensuring that a minimum of two are completed every year.
2. Is the current peer observation *form* appropriate for hybrid and/or online courses? Different templates needed?
3. Review questionnaire for official student evaluations of teaching
4. Specify how student and peer evaluations will be used (Identifying averages and patterns of improvement are more appropriate than one-off requirements for student evaluations)
5. Specify procedures for student evaluation of teaching via official questionnaires (review revised Policy 1329)

# RTP Procedures – cont'd

6. Procedures for student comments via comments/letters
7. Define deadline and other guidelines for other comments to be included in an evaluation cycle

# Criteria for RTP Evaluation

Criteria must address all three main areas of evaluation.

Criteria expectations and requirements must be clearly specified in each area for each action, leaving no room for confusion or need for interpretation by reviewing committees.

# Criteria for Evaluation– cont'd

Define explicit criteria for each RTP action:

Reappointment

Tenure

Early Tenure

Tenure & Promotion to Associate Professor

Early Tenure & Promotion to Associate Professor

Promotion to Professor

Early Promotion to Professor



# Current Criteria Documents

Current RTP criteria documents for all departments are posted online through the Faculty Affairs website. This should be a resource for departments reviewing their own criteria:

<https://www.cpp.edu/faculty-affairs/rtp.shtml>

