



RTP Criteria Workshop

Presented by:

Office of Faculty Affairs
and

University RTP Committee
(URTPC)

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Presenters



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Please write down
your questions or put
them in the chat. We
will answer questions
after the second
presentation

THANKS!

RTP Online Resources

Faculty Affairs Website:

- Tenure Line Faculty
➤ [Evaluation](#) (click here)

❖ RTP calendar

❖ Policies

❖ Forms

❖ Workshops & resources

❖ RTP Criteria

❖ Post-tenure review

Office of Faculty Affairs

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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)



A quick reminder of DRTPC duties

- Maintain security and confidentiality of evaluation materials
- Mentor probationary faculty about departmental expectations
- Evaluate using only applicable department RTP criteria
- Produce DRTPC evaluation by deadlines



A quick reminder of DRTPC duties, continued

- Responsible for making sure class peer observations are conducted each academic year (per Policy #1328)
- **Initiate review of department RTP criteria document** as needed or if expired (current deadline for submission to the CRTPC and the Dean is March 1st each year). CRTPC, Dean, and AVPFA are also reviewers.



What to Consider when Revising your Department Criteria Document



DRTPC Structure and Procedures



RTP Procedures



Criteria for RTP Evaluation



DRTPC Structure and Procedures

1. Specify structure and size of the DRTPC
 - 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
 - Due to Dean & Faculty affairs by **March 1st**
3. Specify procedure for election of DRTPC chair and if Department Chair is a member of DRTPC or if they conduct a separate evaluation



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 (minimum is higher in some departments).
2. Is the current **peer observation form** appropriate for hybrid and/or online courses? Different templates needed? Seek assistance from CAFE, Center for the Advancement of Faculty Excellence
3. Specify how student and peer evaluations will be used: identifying averages and patterns for areas of evaluation rather than focusing on plain numeric scores to help the faculty members undergoing a review improve their teaching
4. Specify procedures for student evaluation of teaching via official questionnaires (review most recent version of Policy 1329)



RTP Procedures, continued

5. Review questionnaire for **official student evaluations** of teaching:
 - When were questions last reviewed?
 - Are questionnaires appropriate for all types of courses (lecture, activity, laboratory, studio, etc.) and types of delivery (in person, remote/online instruction, hybrid).
 - Seek assistance from the Center for the Advancement of Faculty Excellence, CAFE
6. Establish procedures and deadlines for signed written **student input** via comments/letters to be included in an evaluation cycle



Criteria for RTP Evaluation

Criteria must address all three main areas of evaluation for all potential actions

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– continued

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



Performance Reviews

- **Performance Review (PR)** required for reappointment and for other actions (tenure and promotion)
- Probationary faculty issued a **two-year appointment** will submit their next full RTP package in fall semester of the second year of that appointment
- Those issued a **one-year appointment** will submit their next full RTP package in fall semester of that year



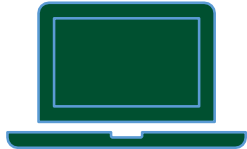
Reappointment length options upon evaluation

- 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.



Current Criteria Documents

Current [RTP criteria documents for all departments](#) (click to go to the webpage) are posted online through the Faculty Affairs website. This is an important resources for departments when reviewing their own criteria





- Checklist for Review of RTP Documents (click on image to open pdf posted online at OFA webpage)

OFFICE OF FACULTY AFFAIRS - CHECKLIST FOR REVIEW OF RTP CRITERIA DOCUMENTS		
✓	Main areas that need to be addressed in the department's RTP criteria document	Referenced Material Policy #1328, Policy #1329, and/or Unit 3 Collective Bargaining Agreement (CBA) *
DRTPC Structure		
	1) Specify structure and size of the DRTPC 2) DRTPC members must be elected by a majority vote of the probationary and tenured faculty members of the department via <u>secret ballot</u> 3) Specify procedure for the election of the DRTPC Chair	<ul style="list-style-type: none">• The structure, size, and procedures of the DRTPC shall be determined by the probationary and tenured faculty in the department within limits stipulated in this document. (#1328, 3.1C)• Three (3) to seven (7) for departments with ten (10) or fewer faculty eligible to serve, five (5) to nine (9) for departments with eleven (11) to seventeen (17) faculty eligible to serve, seven (7) to fifteen (15) for departments with eighteen (18) or more faculty eligible to serve. The DRTPC shall always have an odd number of members. (#1328, 3.1A)• Annual elections by secret ballot must be conducted by March 1 of the school year preceding the given RTP cycle, and election shall be by a majority vote of the probationary and tenured faculty members of the department. The DRTPC's term of service shall not end until all matters pertaining to the DRTPC's recommendations have been concluded. (#1328, 3.1D)• The DRTPC Chair shall be a full-time tenured faculty. (#1328, 3.1B)
	4) Specify the role of department chair [Note: a separate Chair review would need to be done concurrently and independently, without consulting with the DRTPC or reading their recommendation]	<ul style="list-style-type: none">• The structure shall include whether the department chair will be a member of the DRTPC or write a separate statement. Non-tenured department chairs, or chairs who are candidates for a RTP action, are not eligible to be members of the DRTPC or to write separate recommendations. (#1328, 3.1E)
RTP Procedures		
	5) Define procedure for the DRTPC and Department Chair to consult the full PAF for additional relevant materials	<ul style="list-style-type: none">• The RTP package is the working PAF for the purposes of RTP evaluation []. However, evaluating committees and administrators should consult the full PAF for additional relevant materials. (#1328, 1.5)

Last Updated: 08.04.20

SPRING 2026 CALENDAR FOR THE REVIEW OF RTP CRITERIA DOCUMENTS

(highlighted are deadlines given by University policy, other deadlines are established by Faculty Affairs to insure there is enough time for faculty committees to conduct the reviews before the semester ends)

February 27 (March 1st): Modifications to criteria documents are submitted simultaneously to the Dean and the College RTP Committee (CRTPC). If the college is not able to constitute a CRTPC, the URTPC assumes the review role per Policy #1328. Please make sure to use the checklist developed by Faculty Affairs that will be used for the review of the submitted document. Reviewed documents are submitted as a word document with all changes tracked.

March 30: The Dean and the CRTPC provide feedback to the departments.

April 20: Department provides response addressing changes recommended by the CRTPC and/or the Dean, as needed. If the CRTPC and/or Dean and the Department cannot resolve opposing views on modifications, the department notifies Faculty Affairs and the Chair of the URTPC. If department agrees to all changes recommended the document with all those changes is forwarded to Faculty Affairs.

April 30: The URTPC submits any recommendations to Faculty Affairs in cases this is needed.

May 4: Faculty Affairs begins review of documents.

July 1st: Faculty Affairs notifies departments about approval/disapproval of the document and will recommend any changes to the document as needed. If new document is not approved Faculty Affairs would likely grant an extension to give the department time to finalize changes needed for approval to be granted



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Developing Effective RTP Documents: Suggestions from the URTPC

Presented by:
The 2025-2026 URTPC
January 26, 2026

The Ideal RTP Document

- Clearly expresses the guidelines and standards that the department believes the candidate should meet.
- Clearly differentiates criteria for each action (reappointment, tenure, promotion to associate professor, promotion to professor, and early actions)

Suggestions for Developing a Clear Document

- Operationally define each criterion
- The criteria are precise and very clear– Remove subjectivity and ambiguity
- Examine RTP documents from other departments for best practice ideas- Why reinvent the wheel?
- <https://www.cpp.edu/~faculty-affairs/rtp.shtml>
- Considers the audience (i.e., aim for understanding by users within and outside the major)

Teaching

- You can specify expectations clearly because of the **numeric findings** on student evaluations and peer evaluations
- The teaching criteria and expectations should be the **simplest to evaluate** because we quantify the minimum expectations for teaching efficacy.
- Consider trends
- Peer reviews – generally positive

Scholarship and Creative Activities

- Wide range of criteria
- Journal rankings
- Non-publication scholarship
- Tiers
- Outside letters
- Cal Poly work
- Grants

Examples of Clarity and Precision for Scholarship and Creative Activities

- https://www.cpp.edu/faculty-affairs/documents/rtp/phl-rtp-criteria-doc_approved-to-spr-27.pdf
- https://www.cpp.edu/faculty-affairs/documents/rtp/mat-rtp-criteria_approved-2023-2028.pdf

Service

- Graduated: Service to the Department, College, University, or Community
- Member vs. Chair
- Advising – double counting? 4th category?
- Small department – heavy committee responsibilities

A Professional Development Plan

- The candidate submits a PDP during the Spring term for review by the DRTPC.
- The DRTPC gives feedback --candidate revises and has an outline to consider when writing the actual RTP document for the coming year.
- A PDP is a roadmap for the candidate and committee to recognize a reasonable scope of work for reappointment and/or tenure/promotion.

Management by Objectives- MBO

- **The MBO** process is designed to make the candidate aware of areas of emphasis and levels of performance that are important (to the department and the candidate in the review process).
- After the DRTPC approves the candidate's MBOs, the (CIS Department) will try to support the candidate's efforts to satisfy those MBOs. ”

When RTP Evaluations Go Astray

- When the DRTPC doesn't follow its own guidelines
- Lack of precision or unrealistic expectations that aren't listed or explained.
- Evaluations don't follow all the guidelines that are in place.

Examples of Problems Witnessed

DRTPC members do not follow their document and have procedural and misapplication violations such as:

- Failure to post invitations to write letters
- DRTPC has even # of professors
- Failure to arrange required number of peer reviews
- Policy regarding missing peer reviews?
- Department asks for additions to document AFTER the deadline for submission
- Inappropriate advice to candidate
- Peer reviews are positive and do not align with poor student ratings
- Candidates, DRTPC, CRTPC, or Dean need extensions

Examples URTPC has Witnessed Due to Weak Documents

- Dean requires more than the RTP document requires
- Candidate does not pull weight in department but criteria is so general that minimal performance still meets the loosely written standards.

Critical Lesson/Take Away

- What is in the RTP document determines what is used to evaluate performance
- Be clear with what you want– because that is what you may get.
- An ideal document will cover all possibilities of what you and your department expects.