RTP Workshop Fall 2025

Office of Faculty Affairs

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# Reappointment, Tenure and Promotion (RTP)

- Why is it so important?

  - Adherence to RTP procedures provides the assurance that every RTP candidate will be fairly evaluated.

  - The RTP criteria are a statement of values and guide the work of the faculty.

  The RTP process is guided by the CSU/CFA Unit 3 Collective Bargaining Agreement (CBA) Articles 10 to 15, University Policies #1328 and #1329, and Department RTP criteria documents.

Where to find resources for RTP

- https://www.cpp.edu/faculty-affairs/tenure-line-faculty/evaluation.shtml
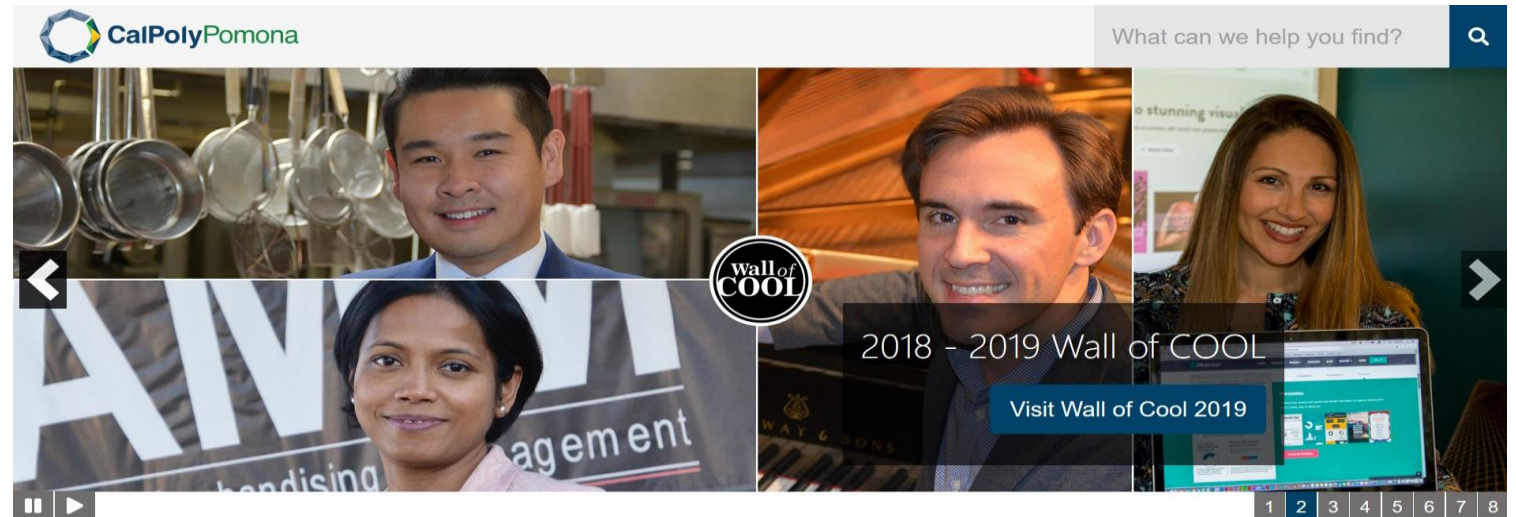
Overview of RTP Processes

General Principles

- The primary responsibility for demonstrating that the criteria is met rests with the faculty member requesting RTP action

- Evaluation and recommendation is based on materials included in the RTP packet and Personnel Action File (PAF)

- RTP packet is also referred to as the Working Personnel Action File (WPAF)

Who are the evaluators?

- Department RTP Committee (DRTPC), Department Chair (if not serving on the DRTPC), Dean for Periodic Evaluations

- DRTPC, Department Chair (if not serving on the DRTPC), Dean, URTPC, Provost (decision) for Performance Evaluations

- The College RTP Committee, CRTPC, is part of the process only if there is an appeal. If triggered, their participation is strictly limited to the appeal, they don't conduct a full evaluation

- Appeal can only be for violation of department RTP procedures and/or upon misapplication of department RTP criteria (Policy 1328)

Evaluator Responsibilities: Confidentiality

- <mark>Deliberations on reappointment, tenure, and promotion are <u>confidential</u></mark>

- Access to materials and recommendations pertaining to the candidate shall be limited to the RTP candidate, evaluators, and appropriate administrators, and the CRTPC only if there's an appeal to the DRTPC recommendation

Evaluator Responsibilities: Recommendations

- RTP committee's evaluation report and recommendation shall be approved by a simple majority

- Before recommendations are reviewed by next review level, the candidate must be provided the recommendation, which shall state in writing the reasons for the recommendation

- The candidate shall have the right to submit a rebuttal in writing no later than ten (10) calendar days following receipt of the recommendation

Other Evaluator Responsibilities

- The candidate may request a meeting to discuss recommendation with the review level, <u>which must honor the request.</u> This request must occur within 10 calendar days of receiving the review. Such requests shall not require that RTP timelines be extended.

- Under rare circumstances beyond the control of individual(s) at a given review level, a request may be submitted to the URTPC for extending a deadline. After consulting with AVP for Faculty Affairs, URTPC Chair responds to the request.

DRTPC duties during the RTP cycle

- Evaluate using <u>only</u> applicable department RTP criteria

- Produce DRTPC evaluation by deadlines

- Maintain security and confidentiality

- The DRTPC should also include a discussion of progress made on any recommendations for improvement given in the previous RTP cycle.

DRTPC duties outside of RTP candidate review process

- Responsible for making sure class peer observations are conducted

- Mentor probationary faculty about departmental expectations

- Initiate review of DRTP criteria document as needed or if expired (current deadline for submission to the DRTPC and the Dean is March 1). CRTPC, Dean, and AVPFA are also reviewers.

- **NOTE: Once the review period has begun, the DRTPC and Department Chair (nor any level of review) should not communicate directly with the candidate <u>about the review</u> until the review cycle is completed.**

DRTPC: Supplementary or "Minority" report

- Also known as "minority report"

- Any member of the DRTPC may file a supplementary report. Supplementary reports, if submitted, must accompany the recommendation in question and must be made available to all members of the DRTPC and to the candidate.

Rebuttals/Appeals of DRTPC recommendation

- The candidate has 10 calendar days following the DRTPC's and/or Department Chair's recommendation to submit a rebuttal and/or request a meeting with the review level. (This also holds for the Dean's and URTPC's recommendations)

- The candidate also has ten (10) calendar days following receipt of the DRTPC's recommendation to appeal it to the CRTPC; the grounds for appeals is narrowly defined by Policy 1328.

- In cases of appeal, the Office of Faculty Affairs will create a special separate calendar to track these cases

Criteria for RTP Evaluations

- Department Chair provides the criteria document provided to candidates no later than <u>14 days after the first day of instruction of the academic term</u> (CBA requirement)

- Candidates for **reappointment** must use department RTP criteria in effect during the first year of appointment

- Candidates requesting **tenure and/or promotion** may use either the criteria in effect during the first year of appointment in rank or the criteria in effect during the year of RTP action request

Areas of Evaluation

- **Teaching**
- **Research, Scholarly, and Creative Activities**
- **Service**

  - Advising: in some departments it is under teaching, in others service (check your RTP criteria)

  - Graduate advising vs. undergrad advising could be recognized differently in some departments

Evaluation of Teaching

- Student evaluation of teaching
  - All classes evaluated with a few exceptions
  - Conducted anonymously via survey questionnaires, comments not allowed

- Out of class evaluation comments

  At anytime a student may submit input on teaching performance of a faculty member. Letter/petition **must be signed and include the Bronco Identification Number** of student(s) who signed and addressed to department chair or DRTPCchair. Emails are acceptable from cpp accounts and with Bronco IDs.

Evaluation of Teaching

- Peer observation of teaching
    - Minimum of two peer observations per academic year, some departments require more during early probationary years

    - Responsibility of **DRTPC is to ensure required minimum number observations is met** and that the report is submitted to the faculty member and placed in faculty member's PAF within two weeks of the classroom visit; the faculty member being observed will have the opportunity to respond/issue a rebuttal.

    - Scheduling of peer observation – in consultation with the faculty member; faculty member should be responsive to requests for scheduling (Art. 15.14)

Solicitation of student comments

- Only via public announcement posting/publication or by some other means designed to reach students collectively, <u>not individually</u>

- Any solicitation by a faculty member on his/her own behalf, or by a faculty member or administrator on behalf of or against another faculty member is **considered unprofessional and is prohibited**

- The comments must be due **at least 10 days before RTP packet deadline** to allow candidate the required minimum 10 days to write response and so that DRTPC can consider both student input and candidate's response in deliberations. Comments received after the submission of the RTP packet should be placed in the PAF and included in the following year's RTP packet.

Evaluation of Teaching

- Describe your teaching philosophy and pedagogical approaches in detail

- Thoroughly address RTP criteria, reference each specific criterium

- Expectations in terms of student evaluation data scores, teaching philosophy statement, activities to support teaching, etc. vary by department

- Describe work and plans for developing teaching practices to meet your objectives and the DRTP criteria

Evaluation of Research, Scholarly, and Creative Activities

- Describe your research/scholarly/creative activities focus/philosophy

- Describe the *significance* of activities

- Keep in mind that some in the URTPC, as well as others, will not be familiar with your disciplinary expertise as you write your narrative

- Thoroughly address RTP criteria, reference each specific criterium. Criteria vary by department

Evaluation of Research, Scholarly, and Creative Activities

- Describe the impact on teaching and professional community

- Describe and include completed work and work in progress

- Short-term and long-term plans are essential

- Some departments explicitly require plans, but if not, they can be useful for understanding whether you are on track to meet criteria.

Evaluation of Service

- Based on department RTP criteria, expectations vary by department

- Thoroughly address RTP criteria, reference each specific criterium

- Ask for department guidance on service strategies

- Describe nature of contribution, intensity of commitment

- Organize by service at different levels – department, college, university, and system

- Discuss service to the profession and to the community referencing the criteria in the service area

Credit for Work Prior to Probationary Appointment?

- Q.   Can work produced prior to beginning probationary period be evaluated for consideration for tenure for those with service credit?

- A.   No, pursuant to campus Policy #1328, Section 7.3: *"tenure evaluations are based on the period since original appointment to the probationary position"*

Reminders: Avoiding mistakes

- Not addressing recommendations given the previous cycle.

- Not listing the appropriate probationary year in the form

- Not addressing all RTP criteria requirements in each of the three evaluation areas

- Not analyzing student evaluation data as required by department criteria

- Third probationary year candidates with little or no progress or plans in terms of scholarly and creative activities, despite release time for first two years

- Do not comment on informal feedback from students. Not a part of official policy.

More Reminders

- Have a short term and long-term plans, even if not required by your department.

- Understand and follow <u>all</u> applicable policies and criteria document procedures <u>and</u> understand your role and responsibilities

- Double-check your RTP packet before final submission

- Ask for clarification/guidance/help when needed

Oops – Omissions or Late Breaking Materials?

- Q: What if I forgot to include something in my packet? Can I go back and add it?

- A: No – if it was available at the time of submission, there are no "do overs". You can include it next time.

- Q: What if a "revise and resubmit" article or paper is accepted or I received a new grant after I submit my packet? Can I include it?

- A: You can request that it be added to your packet; the URTPC decides this. Please contact our office for the process.

- NOTE: If you are an evaluator, you must reconsider the packet with the new information available. The process must start all over again.

TYPES OF REVIEWS:
Pre-RTP

- Probationary faculty will receive an initial appointment of two years.

- In Year One they will undergo a unique form of periodic evaluation known as "Pre-RTP."

- As a *periodic evaluation*, Pre-RTP is not actionable and will be reviewed only by the DRTPC and Dean.

Performance Reviews

- Actionable evaluation process (DRTPC, Department Chair (if not serving on the DRTPC), Dean/or Director, URTPC) that results in a recommendation for a personnel action such as reappointment, tenure and/or promotion

- Process ends with the Provost's decision (Reappointment, Tenure and/or Promotion

- Probationary faculty will undergo a *minimum of three full performance reviews* before being granted tenure (except early tenure cases).

- Performance Review is required for reappointment.

Periodic Evaluations

- A periodic evaluation is an intermediary evaluation process that includes review only by the DRTPC, Department Chair (if not serving on the DRTPC), and Dean.

- Like Pre-RTP evaluation, Periodic Evaluation <u>does not</u> lead to reappointment, tenure and/or promotion but may be used to support future personnel decisions. Reports from the DRTPC and Dean are issued to the probationary faculty member with feedback and guidance for the next performance review.

How long is probationary period?

Years of Service Credit	Probationary Period	Evaluation Period for Tenure and Promotion
0 years	6 years	**5 years**
1 year	5 years	**4 years**
2 years	4 years	**3 years**

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Scenario 1: Six-Year Probationary Period (no service credit)

Probationary Year	Types of Review	Outcomes
1	**Pre-RTP**	This is the first year of employment; Pre-RTP; Stops at dean's level
2	**Performance review** for reappointment to 3rd and 4th probationary years	Two years, or one-year reappointment if candidate is found to be in need of improvement
3	**Periodic evaluation**	Stops at dean's level; no personnel action
4	**Performance review** for reappointment to 5th and 6th probationary years	Two years, or one-year reappointment if candidate is found to be in need of improvement, or terminal year granted
5	**Periodic evaluation**	Stops at dean's level; no personnel action
6	**Performance review** for Tenure and Promotion consideration	Tenure & Promotion or terminal year

Scenario 2: Five-Year Probationary Period (one year of service credit, are only eligible to be considered for a 2-year appointment in their 3rd probationary year))

Probationary Year	Types of review and outcomes	Comments
1	Service credit	
2	**Pre-RTP**	This is the first year of employment; Pre-RTP; Stops at dean's level
3	**Performance Review** for reappointment to 4th and 5th probationary years	Two years, or one-year reappointment if candidate is found to be in need of improvement
4	**Periodic Evaluation**	Stops at dean's level
5	**Performance Review** for reappointment to 6th probationary year	Appointed to one-year reappointment, or terminal year granted
6	**Performance Review** for Tenure and Promotion consideration	Tenure & Promotion or terminal year

Scenario 3: Four-Year Probationary Period (two years of service credit, cannot receive 2-year appointments)

Probationary Year	Types of review and outcomes	Comments
1	Service credit	
2	Service credit	
3	**Pre-RTP**	This is the first year of employment; Pre-RTP; Stops at dean's level
4	**Performance Review** for reappointment to 5th probationary year	Appointed to one-year reappointment
5	**Performance Review** for reappointment to 6th probationary year	Appointed to one-year reappointment, or terminal year granted
6	**Performance Review** for Tenure and Promotion consideration	Tenure & Promotion or terminal year

Recommendation of a one-year or two-year appointment

- During a Performance Review, evaluators at any level of review may recommend that a probationary faculty member undergo another performance review (one year appointment) rather than a periodic evaluation in the following Academic Year.

- One-year reappointment recommendations/decisions are typically made if a review level ascertains area(s) needing improvement

- This recommendation is <u>not subject to appeal</u> although the probationary faculty member can submit a rebuttal.

Components of Performance Review: (Policy #1328)

1. An updated curriculum vitae;

2. The Faculty Performance Review Form (RTP Form); and

3. A self-assessment narrative **(no page limit) discussing the DRTP criteria** regarding strengths and areas for growth in teaching, research, scholarly and creative activities and service from the current review period. *In your narrative, highlight, as applicable, how your accomplishments support* [CPP's core values](#), *such as academic excellence, experiential learning, student learning and success, inclusivity, community engagement, and social and environmental responsibility*

Components of Performance Review (cont.)

4. All peer evaluations since the previous performance review (in the case of reappointment) or all peer evaluations since appointment or last promotion (in the case of tenure and/or promotion);

5. Statistical summaries of student survey scores since the previous performance review (in the case of reappointment) or all student survey scores since appointment or last promotion (in the case of tenure and/or promotion); and

6. Any responses to written student input, as defined by Policy No. 1329, received by the department during the evaluation period.

7. Candidates must discuss progress made on any recommendations for improvement given in the previous RTP cycle.   This includes not only probationary faculty but tenured faculty who are applying for promotion. This includes recommendations given in a periodic evaluation not just performance reviews.

Components of a Periodic Evaluation

1. An updated curriculum vitae;

2. A self-assessment narrative, **not to exceed four pages**, discussing strengths and areas for growth in teaching, research, scholarly and creative activities and service and other professional activities as applicable from the current review period. In your narrative, highlight, as applicable, how your accomplishments support CPP's core values, such as academic excellence, experiential learning, student learning and success, inclusivity, community engagement, and social and environmental responsibility;

3. Two peer evaluations from the period of review (or more if required by the department);

4. Statistical summaries of student survey scores and reviews from the current review period; and

5. Any responses to written student input, as defined by Policy No. 1329, received by the department during the evaluation period.

Supplementary materials

- Supplementary materials are uploaded via Interfolio and they can be added for performance reviews and periodic evaluations

- Supplementary materials should be guided by department's RTP criteria expectations

- If included, an **index of all supplementary materials** must be provided

Period covered by performance reviews and periodic evaluations

- For subsequent **performance reviews** and for **periodic evaluations the period of review shall be the period since the submission of last performance review**.

- The period of review for application for promotion to Associate Professor and/or tenure shall be the period since the initial probationary appointment.

- The period of review for application for promotion to Full Professor shall be the period since the application for promotion to Associate, or, if the candidate was hired at the Associate rank, the period since the initial appointment.

Interfolio

- All materials will be submitted through Interfolio.

- Note: Only the evaluators can make a recommendation regarding a one or two-year reappointment. The cases in Interfolio will make it clear whether the candidate is eligible for two-year appointment.

Questions?

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