

**OFFICE OF FACULTY AFFAIRS**

# 2018-2019 Department Chair/DRTPC Chair Workshop

* *Responsibilities of the DRTPC Chair are described in Policy 1328*
* Office of Faculty Affairs notifies faculty and departments of faculty eligible for RTP action.
* DRTPC Chair receives the request for action from the candidates by **August 31**. The DRTPC Chair reports to Faculty Affairs, CRTPC and Dean the names of faculty who have requested actions and the types of action requested by **September 6**
* Post notice soliciting input from students, faculty, administrators (see sample). Copies of any letters received should be given to the candidate so they can comment on it in their packet
* Quality control - make sure candidates' packets represent the candidate and the department well
  + ensure that the packet is complete, well-written, and clear.
  + complete DRTPC part of page 2; check info on page 3 (year of RTP criteria used, period covered).
  + make sure a copy of the RTP criteria document is included in the RTP packet.
  + check that the candidate includes:
  1. student evaluation summary sheets (ALL) and peer evaluations (minimum 2 per year)
  2. analysis of student and peer evaluations
  3. discussion of suggestions made by reviewers in previous cycles
  4. in reappointment cases, progress toward tenure
* DRTPC evaluation/recommendation – Describe the evidence that shows that the candidate does or does not meet the department criteria.
* Make sure that DRTPC recommendations represent the department well and
  + that they are thorough, clear, and organized around department criteria.
  + include an analysis of student and peer evaluation data.
  + ensure that the candidate has addressed prior suggestions for improvement.
  + discuss how reappointment candidate is doing in terms of progress toward tenure.
  + give candidates guidance, clear suggestions for the future, especially on unmet requirements.
* All DRTPC members must either sign the majority recommendation or file a minority report.
* Ensure that candidates understand DRTPC recommendations and be willing to discuss them with the candidate. Give candidates 10 days to review and sign the recommendation.
* ATTENTION TO DEADLINES IS ESSENTIAL.
* HANDLE PACKETS WITH CARE AND STORE IN A SECURE LOCATION.
* Fill out page 10 carefully and completely.
* Ensure that peer reviews are done throughout the year (department chair can help).
* Ensure that student evaluations are done throughout the year (department chair can help).
* Ensure that new faculty members receive department RTP criteria ASAP and understand RTP expectations and process.

What To Do When Things Go Wrong

* When the packet doesn’t include the required number of student and/or peer evaluations:
  + Figure out why and provide a clear explanation.
  + Decide whether additional evaluations should be done (outside the period of review) – if so, request permission of the University RTP Committee to include them and inform candidate.
* When deadlines cannot be met:
  + ***This should be the exception!***
  + Request extension from URTPC. Without an approved extension, the RTP packet will be automatically advanced to the next level. The URTPC will inform all parties (candidate, DRTPC, department chair, dean, College RTP Committee, Faculty Affairs) of the extension.
  + DON’T back date.
* When the packet is incomplete or of insufficient quality:
  + DON’T just pass it along!
  + DON’T make corrections/insertions without initialing.
  + Check that candidates have signed all of the student evaluations and peer evaluations. If they haven’t, have them sign the pages.
  + Request needed information from the candidate (give a deadline) and ask the URTPC for permission to add it.
* When extra materials are included in the packet
  + For materials that should be part of the supplemental materials that will remain with the candidate or department (e.g., copies of journal articles, syllabi, sample course materials), ask the candidate to separate these items and replace them in the packet by a single-page index that refers to the items.
  + Unsigned comments from students and comments from staff members should be returned to the candidate. Only signed, dated student comments written to the DRTPC chair or department chair and that include a Bronco ID# can be included; no staff comments can be included.
  + Materials from outside the period of review can be included to show consistency of performance. If they are not sufficiently relevant, the candidate can be asked to remove them.
* When in doubt
  + Seek advice from the URTPC and/or Faculty Affairs.