

OFFICE OF FACULTY AFFAIRS  
2018-2019 RTP HINTS FOR THE CANDIDATE

University RTP documents, forms and calendar can be found on the Faculty Affairs web site at <http://www.cpp.edu/~faculty-affairs/evaluation/>. This year’s Faculty Performance Review Form (RTP form), Policy #1330, should be printed on green paper.

## *Preparing the RTP Packet Essentials*

Make sure you have a copy of your Department RTP criteria and become knowledgeable about the RTP process and expectations. Use the Faculty Performance Review Form to fill in your information and self-evaluation. The typical length of the self-evaluation is 5 to15 pages. Be succinct, but even more important, be thorough and accurate. Write for a broad audience since not all reviewers will be familiar with your discipline. Describe your teaching philosophy, analyze your student and peer evaluations, and include a discussion of strengths, weaknesses and strategies for improvement

Organize the self-evaluation to show clearly how department RTP criteria are met. Referring to department criteria by number is important and helpful to reviewers

Discuss how “suggestions for improvement” made in previous RTP cycles have been addressed

If seeking reappointment, discuss progress toward meeting tenure requirements

In multi-year packets for personnel action (tenure and/or promotion) include a discussion of growth during the period of review.

***Do’s:***

* Present a neat and professional looking RTP packet, it reflects on you
* Prepare a thoughtful, reflective self-evaluation with an analysis of your accomplishments (teaching, scholarship, and service) and your progress in those areas
* Make all inclusions 8.5” x 11”
* Number every page of the self-evaluation (6a, 6b, 6c, etc.), sign and date each page
* Proof read to eliminate all spelling and grammatical errors
* Have someone read and suggest revisions
* Have a section at the end of your RTP packet that includes:
  + summary sheets for ALL student evaluations from the review period
  + a copy of the survey questions used for student evaluations
  + all peer evaluation reports (minimum 2 per year)
  + all signed letters from students, faculty, or administrators, addressed to the department chair or the DRTPC chair; and
  + an index of the supplemental RTP materials
  + a copy of the applicable department RTP criteria document.

## *Don’ts*

* Don’t personally solicit input from students and others
* Don’t include unsigned comments from students
* Don’t include comments from staff members
* Don’t include copies of journal articles/publications or other artifacts in the RTP packet; list them in the supplemental materials index and be ready to deliver them if asked at any level of review. You may prepare a separate binder with syllabi, journal articles, proposals, grant applications, etc.; however, this binder is not part of the RTP packet.