



<b>To:</b>	The General Faculty
<b>From:</b>	University Retention, Promotion and Tenure Committee
<b>Date:</b>	August 28, 2018
<b>RE:</b>	Initiation of Fall RPT Review

**The Fall review process begins August 31st. The process is to be initiated by the Department RPTC Chair. It is the responsibility of the Department RPTC Chair and the Candidate to gather information pertinent to this review.**

The entire RPT review process is conducted in accordance with CSUS Principles, Criteria and Procedures for Retention, Promotion and Tenure Review (Appendix C in the current Faculty Handbook) and CFA-CSU Agreement. The RPT calendars for this year were distributed to the General Faculty by this Committee on May 23<sup>rd</sup> and are included again with this memorandum. **The due dates and time lines specified in the calendar reflect contractual obligations and must be followed precisely. Any proposed deviations from this calendar must be approved by URPTC.**

During the Fall RPT cycle, probationary faculty members serving in their second year of probation will be reviewed. During the Spring cycle, probationary faculty members serving more than two years of probation will be reviewed. Reviews for tenure and promotion also take place during the Spring cycle.

**Recommendations to retain second year faculty members** originate in the department and proceed through the College/School Dean/Director, and the Provost/VPAA to the President for decision. Recommendations for non-retention, originating at any level, will proceed in similar fashion but will also entail review by the URPTC prior to submission to the President.

#### **REVIEW CRITERIA**

The established review criteria are Teaching Proficiency, Scholarship or other Creative activities, Professional Preparation, and Participation in University Affairs. All elaborations and amendments to them must be approved by the URPTC prior to their first use in a review process. (Please remember that elaborations must be consistent with the approved review criteria.) A faculty member has the right to be evaluated according to elaborations in effect when he or she was hired or to which the faculty member subsequently has agreed. These elaborations are to be considered by succeeding levels of review as part of the review process. A copy of the elaborations is to be included in the file of each candidate. No criteria other than these may be used in retention, promotion or tenure considerations.

All persons involved in the review process are reminded that the RPT file becomes a part of the Candidate's Personnel Action File (PAF). To facilitate the review process, the RPT file, officially designated the Working Personnel Action File (WPAF), and incorporating all information, materials, recommendations, responses and rebuttals, is compiled. By reference, this becomes part of the candidates PAF. All retention, promotion, tenure, or termination decisions are based solely on the PAF.

Candidates eligible for review and their Department RPTC Chairs are being provided with the necessary materials and instructions for initiating the review.

Should you have any questions about RPT please feel free to contact any member of this committee - - Scott Davis, Steven Filling, Marina Gerson, Koni Stone, Chair, and Chris Vang. Please send correspondence to the URPTC, c/o Wendy Miller (MSR343).