Retention, Promotion and Tenure (RPT)

Overview

California State University, Stanislaus
Processes and Procedures

• Two Formal Submission Times
  • FALL - typically around September 15-20\textsuperscript{th} annually
    (NOTE: This deadline occurs once-Fall of second year regardless of any Service Credit awarded)
  • SPRING - typically around the first week of January annually
    (NOTE: This review cycle is for all other reviews in probationary levels for retention, and for later reviews for tenure and promotion consideration)
Critical or Key Aspects of a Successful Review

• Honor the calendar dates

• Organization: sections, tabs, appendices

• Clarity and depth of Narratives for each section that make a case for your retention, promotion, and/or tenure: don’t simply describe what you’ve done - advocate for yourself

• Documentation artifacts and exhibit items

• Relevance or connection between your work at the University and your department elaborations
Critical or Key Aspects of a Successful Review

Cautions

• Do not pad

• Select artifacts that are meaningful and relevant

• Organize systematically so content is easy to understand & interpret
Mandatory Pieces that are often Overlooked

- Letters of Initial Appointment and Further Promotion History
- Departmental Elaborations
- Curriculum Vita or Resume (current, not out-dated)
- Note or Letter of Intent for the Review
- The green Check List from the Faculty Affairs Office
- The yellow Evaluator Log from the Faculty Affairs Office
- Table of Contents (2) (Note: several mini-tables of content also)
Areas Being Assessed

- Teaching
- Professional Preparation
- Scholarship and/or Creative Activities (i.e. your research agenda)
- Service
PROFESSIONAL PREPARATION

• This part is the easiest section of your portfolio!
• This one-page form identifies your academic training
  • List institutions, locations, degrees earned, and dates of
    attendance for colleges and universities in your
    training for:
      • Bachelor Degree
      • Masters Degree
      • Doctoral Degree
      • Certifications
      • Many people also include the title of their thesis
        or dissertation
TEACHING Slide 1

• Teaching Philosophy and Techniques
• Courses Taught
• Name and Course Number
  (Optional: Description of the course and unique features)
• Number of Sections
  • Student enrollment
• Evaluation of teaching
  • Mandatory: 2 courses annually [50% of courses 13-14 on]
  • IDEA Summary Forms/ SATE
  • Other assessment measures used
  • Student comments
TEACHING Slide 2

- Syllabi samples
- Teaching materials - selected samples
- Advising schedule (if expected and required)
- MA/MS work (if applicable: chair of committee or committee member)
- Licensure aspects of your discipline or program
- Program/curriculum development
SCHOLARSHIP and/or CREATIVE ACTIVITIES
i.e. your research agenda

• Section Table of Contents (optional)
• Descriptive Narrative
  • Publications  (Recommend separating Refereed and Non-refereed status)
  • Books
    • Chapters in books
  • Professional Articles
  • Professional Newsletters
  • Papers/Procedures
  • Compositions /Presentations/Facilitations
  • Licensure document writing
  • Grants: include in your file even if you did not get the grant
  • Other
Presentations/Performances/Shows

• International
• National
• Regional
• State
• Local

Other Aspects:

• Grant writing
• Editor roles
• Review Committee roles
• Adjudicating roles
• Other
SERVICE

• Descriptive Narrative
  • Service Focus:
    • Department level
    • College level
    • University-wide level
  • Community level
  • Professional Organization level
The Review Process

1. **Candidate submits file to DRPTC**

2. **DRPTC and department chair reviews file and drafts letter to candidate**

3. **Candidate and DRPTC discuss draft letter; candidate has option to write rebuttal**

4. **Candidate and Dean discuss draft letter; candidate has option to write rebuttal**

5. **Dean reviews file and drafts letter to candidate**

6. **Dean writes final letter**

7. **Provost and URPTC (if applicable) review file simultaneously and separately draft letters to candidate**

8. **Candidate has option to meet with the Provost and/or URPTC; candidate has option to write rebuttal**

9. **Provost and URPTC write final letters**

10. **President reviews file and drafts letter to candidate**

11. **President sends candidate final decision**

* *The Conference Committee meets in hopes of seeking consensus if the Provost and URPTC disagree or if the President disagrees with the Provost or URPTC decisions*
Your rights in the entire RPT process

• Review all your letters
  • Rights to question language used in letters
• Chance for rebuttal
• Contact CFA for “rights issues”
• Contact URPTC Chair
• Contact Vice President of Faculty Affairs
Any Questions?