

- ARC 2017 -
Retention, Tenure and Promotion
From Paper to Electronic

Sacramento	Marsha Robinson, Dean's Office
Sacramento	Pat Hughes, Department
San Marcos	Tricia Runzel, Faculty Affairs (FA)
Humboldt	Melissa Koval, Academic Personnel Services (APS)

RESPONSIBILITY	Sacramento	San Marcos	Humboldt
Determine Faculty List & Review Type	College	College	APS
Verify Faculty List & Review Type Due	College	FA	College
Draft & Distribute RTP Calendar	Academic Affairs/ College/Dept	FA	APS
Approve RTP Calendar	College	Acad. Senate & President	Provost
Notify faculty of file due, provide policy & calendar	College	FA / College	College
Facilitate Peer Review Committee Elections (Dept/College/University)	Dept/College	Dept. / Acad. Senate	Dept. / College
Verify eligibility of Peer Review Committee members	Dept/College	FA / College	APS / College
Provide Binder or set up eWPAF cases/containers	College	FA / IT	College
Create WPAF contents	College/Dept/Candidate	Candidate	Candidate
Facilitate/Document process in accordance to RTP calendar	Dept/College	FA / College	College
Oversee RTP process, provide support to colleges, reviewers and candidates	Dept/College	FA / Faculty Center	APS
Training for college staff	College	FA	APS
Provide workshops for candidates and/or reviewers	College	Provost / Faculty Center	APS
Sacramento	Colleges: 1st, 2nd, 3rd, 4th, 5th yr Periodic & Retention Academic Affairs: 4th Retention, Tenure and/or Promotion		
San Marcos	Colleges: 1st, 3rd, 5th yr Periodic & Post Tenure Faculty Affairs: 2nd, 4th yr Retention, Tenure and/or Promotion		

Total Retention, Tenure and Promotion Files Up for Review	Sacramento 1 College	San Marcos Campus Wide	Humboldt Campus Wide
AY 2016/17	23	85	90
AY 2015/16	17	88	73
AY 2014/15	19	69	58
AY 2013/14	24	56	60
AY 2012/13	33	75	44