Retention, Promotion and Tenure (RPT)
Overview
California State University, Stanislaus
Welcome and Introductions

2022-2023 University Retention Promotion and Tenure Committee
Matt Cover, CoChair
Betsy Eudey
Steven Filling, CoChair
Kelvin Jasek-Rysdahl
Shradha Tibrewal

The process is guided by URPTC and the Office of Faculty Affairs
Terry Jones, Interim Associate Vice President of Faculty Affairs
Nancy Moghadas
Processes and Procedures

Two Types of Formal Review:

Both begin Friday September 2, 2022
All folders are submitted to the department Sept 26, 2022

1. Faculty members in their second year at Stan State will have final decisions in December/February.

2. All other faculty under review will have final decisions in April/May.

https://www.csustan.edu/fa/retention-promotion-tenure-information-rpt
The Review Process

Candidate submits folder to DRPTC

DRPTC and department chair reviews folder and drafts letter to candidate

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

Dean reviews folder and drafts letter to candidate

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

Provost and URPTC (if applicable) review folder simultaneously and separately draft letters to candidate

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

URPTC write final letters.
(If disagreement.) Provost sends final decision

President reviews folder and drafts letter to candidate

Candidate has option to meet with the President and/or write a rebuttal

President sends candidate final decision

* CC if needed

* CC if needed
*If the Provost and URPTC disagree, the Conference Committee (CC) meets to discuss discrepancies in order to seek consensus. If agreement is not reached, then the President will make the final decision.
Key Aspects of a Successful Review

• Honor the calendar dates

• Organization:
  • Binder: sections, tabs, appendices. Use the appendices to include your supporting documents. For 2022-2023, all files must be digital.
  • Interfolio: Table of Contents is automatically generated, what you name each document is what appears in the Table of Contents.

• 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: include artifacts and exhibit items

• Explain the connection between your work at the University and your department elaborations
  
  https://www.csustan.edu/fa/retention-promotion-tenure-information-rpt
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, Sep. 2, 2022</td>
<td>Candidate must notify of their intent to submit file to Dept., URPTC, &amp; Nancy Moghadas/Marie Hirschkorn in FA</td>
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<tr>
<td>Thursday, Sep. 8, 2022</td>
<td>Identification of departmental RPTC members; send names of members and chair to URPTC &amp; Nancy Moghadas/Marie Hirschkorn in FA</td>
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<tr>
<td>Friday, Sep. 9, 2022</td>
<td>Initiation of review by Dept. RPTC Chair</td>
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<tr>
<td>Friday, Sep. 9 – Friday, Sep. 23, 2022</td>
<td>Student input to Dept. RPTC</td>
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<tr>
<td>Monday, Sep. 26, 2022</td>
<td>Candidate Working Personnel Action File (WPAF) to Dept. RPTC</td>
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<tr>
<td>Monday, Sep. 26 – Friday, Sep. 30, 2022</td>
<td>Student input available for candidate review</td>
</tr>
<tr>
<td>Wednesday, Oct.5, 2022</td>
<td>WPAF File Complete&lt;sup&gt;1,2&lt;/sup&gt;</td>
</tr>
<tr>
<td>Friday, Oct. 14, 2022</td>
<td>Tentative recommendation(s) from DRPTC (and Dept. Chair)&lt;sup&gt;3&lt;/sup&gt; to candidate&lt;sup&gt;4&lt;/sup&gt;</td>
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<tr>
<td>Monday, Oct.24, 2022</td>
<td>Final recommendation(s) from Dept. RPTC (and Dept Chair) to College Dean</td>
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<td>Monday, Nov. 7, 2022</td>
<td>Tentative recommendation from College Dean to Candidate</td>
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<tr>
<td>Thursday, Nov. 17, 2022</td>
<td>Final recommendation from College Dean to Provost/URPTC</td>
</tr>
<tr>
<td>Friday, Dec. 9, 2022</td>
<td>Tentative recommendation from Provost/URPTC to Candidate</td>
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<tr>
<td>Monday, Dec. 19, 2022</td>
<td>Final recommendation from Provost/URPTC</td>
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<tr>
<td>Tuesday, Jan. 24, 2023</td>
<td>Tentative decision from President to Candidate (when required)</td>
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<tr>
<td>Friday, Feb. 3, 2023</td>
<td>Final decision from President to Candidate (when required)</td>
</tr>
</tbody>
</table>

All files and letters are due by the end of business day
RETENTION REVIEW OF PROBATIONARY FACULTY SERVING MORE THAN TWO (2) YEARS OF PROBATION; TENURE AND PROMOTION REVIEW

Friday, Sep. 2, 2022
Candidate must declare intent in writing to Dept., URPTC, & Nancy Moghadas/Marie Hirschkorn in FA

Thursday, Sept. 8, 2022
Identification of departmental RPTC members; send names of members and chair to URPTC & Nancy Moghadas/Marie Hirschkorn in FA

Friday, Sep. 9, 2022
Initiation of review by Dept. RPTC Chair

Friday, Sep. 9 – Friday, Sep. 23, 2022
Student input to Dept. RPTC

Monday, Sep. 26, 2022
Candidate Working Personnel Action File (WPAF) to Dept. RPTC

Monday, Sep. 26 – Friday, Sep. 30, 2022
Student input available for candidate review

Wednesday, Oct. 5, 2022
WPAF File Complete

Tuesday, Nov. 8, 2022
Tentative recommendation(s) from Dept. RPTC (and Dept Chair) to candidate

Friday, Nov. 18, 2022
Recommendations from Dept RPTC (and Chair) to College Dean/Director

Tuesday, Jan. 31, 2023
Tentative recommendation from College Dean/Director to Candidate

Friday, Feb. 10, 2023
Recommendations from College Dean/Director to Provost/URPTC

Friday, Apr. 14, 2023
Tentative recommendations from URPTC and tentative decision from Provost to Candidate

Monday, Apr. 24, 2023
Final recommendation from URPTC and final decision from Provost unless final decision differs from URPTC

Tuesday, May 9, 2023
Tentative decision from President to Candidate (when required)

Friday, May 19, 2023
Final decision from President to Candidate (when required)

All files and letters are due by the end of business day
Key Aspects of a Successful Review

Advice:

• Meet the deadline for your complete Interfolio folder. (It takes a whole new stack of paperwork/email to add to your folder after that deadline.)

• A strong narrative describes your work in each area: Teaching, Scholarship, Service

• Include artifacts that provide meaningful and relevant support for your narrative.

• Elaborations are your guide.

• Organize your materials systematically so content is easy to understand & interpret.
Mandatory items that are often omitted:

- 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 (keep this short)

- Interfolio Warning: what you name each document is what appears in the Table of Contents.
Areas Being Assessed

- Teaching
- Professional Preparation
- Scholarship and/or Creative Activities
- Service

- And ONLY those areas
PROFESSIONAL PREPARATION

This part is the easiest section of your folder!
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/Licensures

Many people also include the title of their thesis or dissertation
TEACHING Narrative

1. Teaching Philosophy and Pedagogical Techniques
   • What have you done to improve your teaching?
   • How are you committed to student learning?

2. Courses Taught:
   • Name and Course Number
     (Optional: Description of the course and unique features)
   • Number of Sections and Student enrollment

3. Evaluation of teaching and how you have used this data to improve student learning.
   • Mandatory: at Stanislaus 50% of courses
   • IDEA/SPOT Summary Forms
   • Other assessment measures used
   • Student comments
TEACHING

4. Syllabi (include samples in the appendices)

5. Teaching materials (include selected samples)

6. Advising students in your program/major

7. MA/MS work (if applicable: chair of committee or committee member)

8. Licensure aspects of your discipline or program

9. Program/curriculum development
SCHOLARSHIP and/or CREATIVE ACTIVITIES

Narrative

Narrative should address how your scholarship/creative activities meet the criteria that are present in your Department Elaborations.

Explain your research in language that other academic professionals can understand without resorting to google. Avoid discipline specific jargon. Spell out all acronyms.

Describe what you did and where you did it.

Describe the evidence of your scholarly endeavors. What have you contributed to your discipline. What is the impact of your work? How has your work impacted the students at Stan State?
SCHOLARSHIP and/or CREATIVE ACTIVITIES Artifacts

Include evidence for everything that is referenced in your narrative.

- Publications
  - Refereed
  - Non-refereed
- Books
  - Chapters in books
- Professional Articles
- Professional Newsletters
- Papers/Procedures
- Compositions /Presentations/Facilitations
- Licensure document writing
- Grants, both funded and unfunded, include agency and grant amount
More Scholarship Artifacts

Presentations/Performances/Shows
- International
- National
- Regional
- State
- Local

Other Scholarly work may include:
- Grant writing
- Editor roles
- Review Committee roles
- Adjudicating roles
- Other, use your departmental elaborations as a guide.
SERVICE Narrative

Descriptive Narrative should include what you have done. Consult your departmental elaborations and focus on those criteria.

Typically service is described in terms of:
- Department level
- College level
- University-wide level
- Community level
- Professional Organization level

What impact has your service provided? What did your service accomplish? If you were on a committee, describe what the committee did when you served. Include letters that describe what you did.
Your rights in the entire RPT process

• Review all of the letters you receive at each level of review.
  You have a right to question language used in letters at every level of review.

• Chance for rebuttal (written versus verbal)

• Contact CFA for “rights issues” (Dr. David Colnic, Dr. Steven Filling, Dr. John Sarraille)

• Contact Dr. Steven Filling or Dr. Matt Cover, 2022-23 URPTC CoChairs, sfilling@mac.com, mcover@csustan.edu

• Contact Dr. Terry Jones, Interim Associate Vice President of Faculty Affairs, tdjones@csustan.edu

• Contact Ms. Nancy Moghadas, Faculty Affairs, ngiagou@csustan.edu
Any Questions?