



To:	The General Faculty
From:	University Retention, Promotion and Tenure Committee
Date:	September 10, 2021
RE:	Initiation of 2021-22 RPT Review

The Fall review process begins September 10th. 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 August 17th and are included again with this memorandum. **The due dates and timelines specified in the calendar reflect contractual obligations and must be followed precisely. Any proposed deviations from this calendar must be approved by URPTC.**

Probationary faculty members serving in their second year of probation will be reviewed on a shorter timeline. Probationary faculty members serving more than two years of probation will be reviewed with a more extended timeline. Reviews for tenure and promotion also take place with the longer timeline.

Recommendations to retain second, fourth and fifth year faculty members originate in their department and proceed through the College/School Dean/Director, and then the Provost/VPAA for decision. Recommendations for retention for third year faculty members and recommendations for tenure/promotion includes review by URPTC. Recommendations for non-retention, originating at any level, will proceed in similar fashion but will also entail review by the URPTC and the Provost. If there is no agreement between the URPTC and the Provost/VPAA, the President will make the decision.

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 – Koni Stone, Chair, Steven Filling, Betsy Eudey, Keith Nainby, and Shradha Tibrewal. Please send correspondence to the URPTC, c/o Nancy Moghadas (MSR343) ngiagou@csustan.edu.