CALIFORNIA STATE UNIVERSITY, STANISLAUS

MEMORANDUM

DATE: **October 7, 2015**

TO: **General Faculty**

FROM: **Steven Filling and Susan Marshall, Co-Chairs**
The University Retention, Promotion and Tenure Committee

SUBJECT: **Initiation of Spring RPT Review**

The Spring review process begins October 8, 2015. The process is to be initiated by the Department RPTC Chair. It is the responsibility of the 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 calendar for this year was distributed to the General Faculty by this Committee on May 27th and again on August 28, 2015. 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 were 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.***

Review Criteria
The established review criteria are Teaching Proficiency, Scholarship or other equivalent Creative Activities, Professional Preparation, and Participation in University Affairs. All approved elaborations are to be considered by succeeding levels of review as part of the review process. **A copy of the approved 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 on the PAF. All levels of review in the RPT process have access to the PAF, not just the WPAF.

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 - - Annie Hor, Steven Filling, Susan Marshall, Susan Neufeld and Chad Stessman. Please send correspondence to the URPTC, c/o Wendy Miller (MSR343).