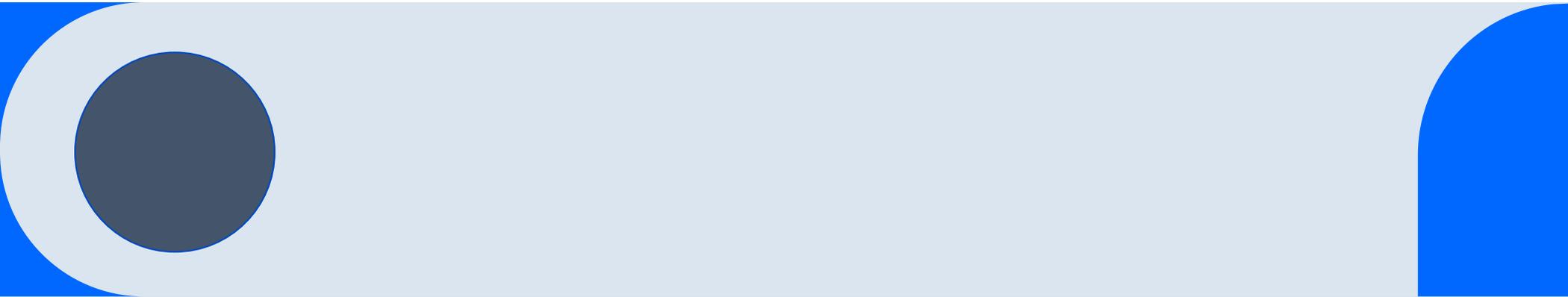


The RTP Process

and Tips for Box File Preparation



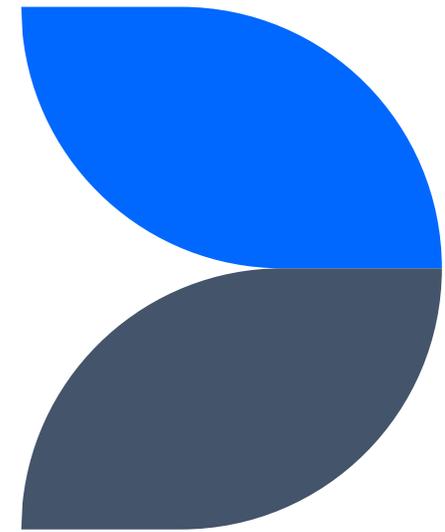
RTP Process: Foundational Documents

- [Collective Bargaining Agreement](#)
 - Article 13: Probation and Tenure
 - Article 14: Promotion
 - Article 15: Evaluation
- [University Handbook](#)
 - Section 305: Retention, Award of Tenure, and Promotion
 - Section 306: Procedures for Periodic Evaluation of Faculty
 - Appendix G: Contents and Organization of the RTP File (WPAF)
- Your Unit Criteria

Tip #1:

Know your Unit RTP Criteria well.

Many questions need to be answered at the department level based on Unit Criteria, discipline-specific expectations, and department practices



RTP Levels of Review:

2nd-6th year TT faculty and post-tenure faculty requesting promotion



Q: Can I request an extension?

A: In the case of a serious, unexpected issue that is beyond your control, you may request an extension in writing. A brief extension may be granted, at the discretion of the Unit Committee and Dean. The Unit Committee Chair must report any date adjustments to Dee (drengill@csb.edu) for Box access to be updated accordingly.

Q: Can I decline my rebuttal periods to expedite my review?

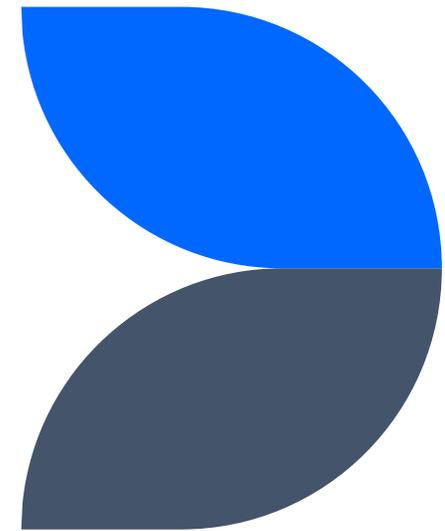
A: No. The rebuttal periods are contractually required and cannot be shortened or omitted.



Tip #2:

Write a rebuttal if indicated.

The rebuttal periods are there for you.



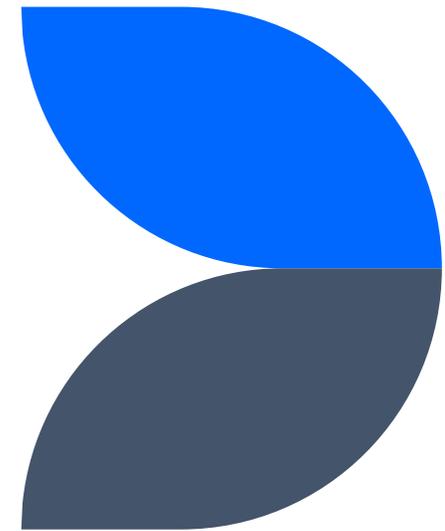
Rebuttals

- 10-day rebuttal periods follow each level of review
- Rebuttal letters are inserted into your RTP file and considered by subsequent levels
- Reasons to write a rebuttal
 - Offer clarifications of your evidence
 - Offer corrections to errors and/or omissions in evaluation letter
 - Create documentation trail for issues
 - Provide subsequent reviewers with a more accurate picture

Tip #3:

Organization, organization,
organization.

Make it easy to review your file.



Front Matter

Master Index

Access Sheet

Log Sheet

Background Info

Current Unit RTP Criteria

Current CV

Personal Statement

(Check if your department wants you to include all your past personal statements)

Current RTP Evaluations

Past RTP Evaluations (must include all)

Course Assignments Sheet

Misc. (other items your department/program might require)

Tip: Name your folders/files starting with a number to order them in Box

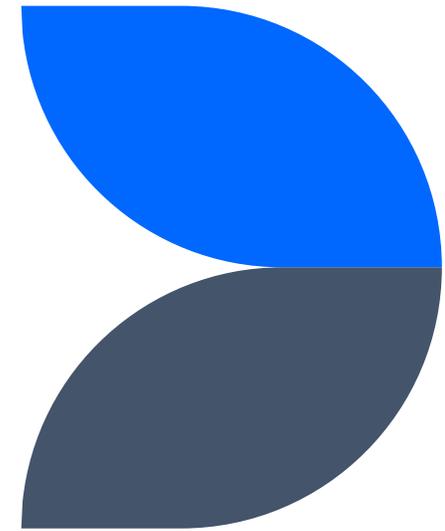


- 1 Master Index 2021
- 2 Access-Sheet-Fillable
- 3 Log-Sheet-Fillable
- 4 Background-Info-Professor Runner
- 5 RTP Criteria
- 6 Curriculum Vita
- 7 Course Assignments
- 8 Personal Statement 2021
- ▶ 9 Past Personal Statements
- ▶ 10 Current RTP Evaluations- Place here
- ▶ 11 Past RTP Evaluations

Tip #4:

Don't treat the Personal Statement as "optional."

It's the best method to present your case and guide the reader to your evidence.



Personal Statement – Don't consider it “optional”

Do:

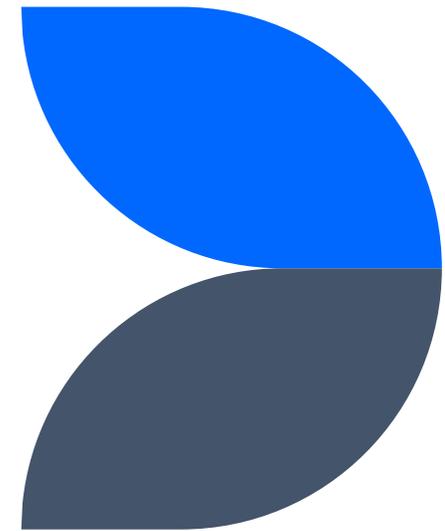
- Use it as a road map to describe your achievements
- Use to show how your evidence lines up with your Unit RTP Criteria
- Include Teaching, Scholarship, and Service
- Present examples with citations from your Master Index
- Have a trusted pre-reader, not only to catch typos/errors but also to assess clarity

Don't:

- Skip it or give only superficial information
- Include highly personal information
- Use it as a vehicle to share other concerns
- Minimize or exaggerate
- Ramble or submit an excessively long statement. How long is too long? Ask your Unit.

Tip #5:

Include *meaningful* evidence that accurately represents your achievements.



Evidence

Do:

- Provide a Master Index
- Have sections for Teaching, Scholarship, and Service
- Label folders and documents descriptively
- Provide the equivalent of what would be contained in a 3” binder (not including SOCIs)

Don't:

- Include every document you produced
- Submit other faculty members' materials as your own.
- Use too many layers of folders to organize materials: “excessive nesting” requires many clicks to navigate your documents and is cumbersome for reviewers.

Teaching Effectiveness

- Course materials
 - Syllabi, quizzes, exams, course materials, graded materials (must remove all student names)
- Classroom observation (1 per year for TT faculty)
- All SOCIs since your last review
 - Include Fall, Winter Intersession, Spring, and Summer, including Extended University
 - Spring 2020 and Summer 2020 may be omitted per RES 192020
 - Include reflection on student feedback and how you used it to improve your performance
- Other items required by your Unit
- Organize by course or term – seek Unit advice
- If you have a large volume of materials, consider scanning some into single documents for ease of review

Scholarly & Creative Activity

- Highlight important achievements in your personal statement
 - Other levels of review (beyond your Unit) are not as familiar with the scholarly and creative activities of your discipline. You should provide explanations with that in mind.
- Provide evidence of your *individual* contribution to any group scholarship
 - Reviewers may need this information to weigh your achievements; check with your Unit
 - Your explanation may be sufficient in some cases, but additional confirmation of your individual contribution is valuable to reviewers
 - Example: provide a letter/email from a co-author, co-presenter, etc.
- Refer to your Unit Criteria and be clear about how it applies to *your* scholarship
- Avoid using a lot of subfolders unless directed by your Unit



Professionally-Related Service

- Use your Personal Statement to contextualize evidence
- Use folders depending on the volume of the material
- If your Unit Criteria identify levels of service, use those in your folder organization. Example:
 - Department
 - School
 - University
 - Community
 - Professional



Last Tip!

When in doubt, reach out:

dboschini@csu.edu

zzenko@csu.edu

Your mentors and colleagues

Your Department Chair

