

Tips for the Retention, Tenure, and Promotion Process

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Be Mindful of Deadlines

September 18, 2023
Monday, 9:00 a.m.

Last opportunity for insertion of material in Working Personnel Action File / RTP File by anyone other than faculty member. **Files are available to all faculty being evaluated.**

Any material to be added to a file after this time by anyone other than evaluating committees, administrators, or the faculty member involved is to be given to the appropriate Dean who will make a copy immediately available to the faculty member and hold it for five days before inserting it into the file, unless the faculty member requests in writing prior to that time that the information be inserted earlier.

September 25, 2023
Monday, 5:00 p.m.

End of period in which faculty member has access to file and opportunity to insert material in the Working Personnel Action File / RTP File. **Files are declared complete** and are made **available to department committees** and department chairs.

*Faculty are to be given a copy of the recommendation before recommendations are forwarded to a subsequent level of review. This applies to all levels of review. Faculty may submit a written rebuttal statement or response and/or request a meeting be held to discuss the evaluation and recommendation **within ten (10) days** following receipt of the evaluation and recommendation.*

Rebuttals, responses, and/or discussions shall be limited to the issues raised in the evaluation or recommendations and shall be based only on material in the RTP file. A copy of the response or rebuttal statement shall be placed in the Working Personnel Action File / RTP File and will also be sent to all previous levels of review. This will not require that the evaluation timelines be altered.

Preparing your File

- The Handbook treats the Personal Statement as optional
 - Do not treat this as optional
- Best Practice: Write a personal statement with in-text or parenthetical citations that link directly to documents and folders within Box
- Best Practice: Write your personal statement following the order of your Unit RTP Guidelines

Preparing your File

- Best Practice: Organize your Master Index
- Best Practice: Address **every** RTP criterion, **every** time, even if you're not going up for tenure and promotion
 - If you make a claim of achievement, you put a certain level of responsibility on the Unit RTP Committee and Dean to address it
- Best Practice: Obtain clarification from Committee Members and Chair, in writing

Preparing your File

- Be mindful of the University Handbook and recent updates
- Make the review process easy for the Unit Committee

305 RETENTION, AWARD OF TENURE, AND PROMOTION

305.6.3 Evaluation and Recommendation by the Unit Committee

While faculty and students may contribute to the deliberations concerning a faculty, only unit RTP committee members shall participate in forming the written performance evaluation and recommendation.

- a. The views expressed by individual members of the unit RTP committee during the committee's deliberations shall be confidential.
- b. The unit RTP committee shall prepare a written evaluation and recommendation based ~~primarily~~ on information in the RTP file **PAF and WPAF. The evaluation shall address the criteria within the relevant unit RTP criteria document and clearly state whether expectations have been met within each area. When a committee determines expectations are not met in an area, an explanation for this evaluation shall be provided.** The evaluation and recommendation shall be approved by a simple majority of the committee. An abstention shall count as a negative vote.
- c. All committee members shall sign the unit RTP committee evaluation and recommendation. Any member of the unit committee may submit a minority report. If any minority reports are submitted, a cover sheet signed by all committee members shall be included to indicate that they have reviewed the minority report(s).
- d. The RTP file, including evaluations and recommendations from the unit committee and from the unit chair (if provided), shall be forwarded to the dean.

Rebuttals/Responses

- You have the right to write a rebuttal or response. Use it.
- Rebuttals or responses are placed into the RTP file and sent to all previous levels of review.
- Use this as an opportunity to correct the record. Be polite and respectful, but clear.
- If you made a claim, reinforce it.
- Do not introduce new evidence, but highlight evidence that you provided.
- <https://www.calfac.org/faculty-rights-tip-writing-rebuttals-to-evaluations/>

Grievance Process

We hope the grievance process is not necessary, but if it is, then a strong file and strong preparation now will help you later.

April 15, 2024
Monday, 5:00 p.m.

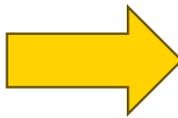
Completion of evaluations by the Provost and Vice President for Academic Affairs. Copies sent to faculty. Please ensure that evaluation pages are numbered.

April 25, 2024
Thursday, 5:00 p.m.

Rebuttals Due: Deadline for faculty to exercise the option to submit written rebuttal statement to the Provost's review and deadline for faculty to meet with the Provost to discuss the evaluation and recommendation. **Files forwarded to the President.**

April 25, 2024
Thursday, 5:00 p.m.

Withdrawal from Promotion Process: Deadline for candidates for promotion to withdraw without prejudice from consideration for promotion by submitting written notification to the Provost and Vice President for Academic Affairs. (*Faculty Handbook* section 305.3.5)



June 01, 2024
Saturday, 5:00 p.m.

President's Decision. Deadline for letters to faculty members notifying them of 1) reappointment with tenure, 2) reappointment for an additional probationary year, or 3) reappointment to a terminal year. (*Faculty Handbook* section 305.1.6)

June 15, 2024
Saturday, 5:00 p.m.

Promotion decision deadline. Deadline for letters to faculty members notifying them of the President's decision regarding promotion. (*Faculty Handbook* section 305.3.7)

Questions?

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