

# Tips for the Retention, Tenure, and Promotion Process

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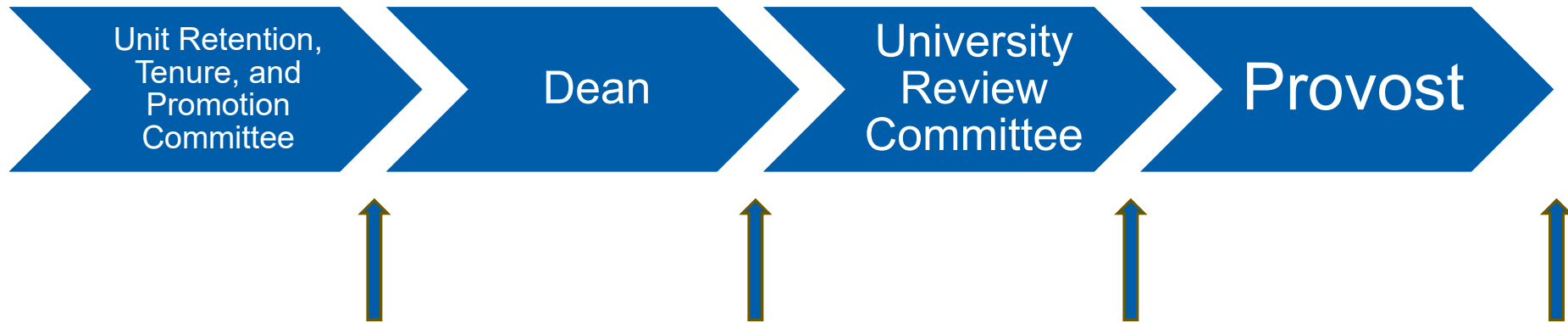
# Community Agreement, Questions, and Discussion

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# Tenure-Track Evaluation at CSUB

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Policies: Collective Bargaining Agreement, University Handbook, and Unit RTP Criteria



# Key Documents

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- Collective Bargaining Agreement
- University Handbook
- Unit RTP Criteria
  - All faculty should be provided with a copy of evaluation criteria.

# Be Mindful of Deadlines

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**September 15, 2025**  
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 22, 2025**  
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.*

## II. FIRST-YEAR PROBATIONARY FACULTY, FULL-TIME LECTURERS, AND PART-TIME LECTURERS APPOINTED FOR TWO SEMESTERS

**First-year** probationary faculty, **Full-Time Lecturers**, and **Part-Time Lecturers** appointed for two or more semesters are reviewed at the department and School levels during the Spring RTP Cycle. Temporary faculty with three-year contracts under Entitlement Article 12.12 shall be reviewed only in their third year, unless the faculty member requests a review in the first or second year. (*University Handbook* section 306.2.b.)

**January 27, 2025**  
Monday, 9:00 a.m.

Last opportunity for insertion of material in Working Personnel Action File / RTP File by anyone other than the 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.*

**February 03, 2025**  
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 made available to department committees.

*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.*

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# Takeaway

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- All participants are expected to be engaged thoughtfully and responsibly.
- This process requires careful attention and respect from everyone involved.

# Preparing Your File

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- 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 (Appendix G in University Handbook)

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- Log Sheet
- Access Sheet
- Master Index
- Assignments (courses taught, semester-by semester, and associated WTUs).
- Current curriculum vitae
- Unit RTP criteria
- Previous RTP evaluations and recommendations (all levels), including rebuttals
- Personal statement describing performance (optional, but not really...)
- Documentation of teaching performance
  - SOCs are not optional
- Documentation of scholarship/creative activities or professional growth
- Documentation of professionally related service
- Miscellaneous

# Preparing Your File

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- 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

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

# Check your Personnel Action File!

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# Key Handbook Sections

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- Section 305: Retention, Award of Tenure, and Promotion
- Section 305.4.2: Criteria for Performance Review of Faculty
- Section 305.4.2.4: Unit RTP Criteria
- Section 305.4.2.10: The RTP File
- Section 305.5: RTP Files

### **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 on information in the 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.

# What to do after receiving feedback?

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- Read.
- Digest.
- Put down for about 24 hours...
- Read.
- Rebuttal or response?

# Rebuttals/Responses

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- 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/>



# Responses

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- Responses to evaluations can be useful and they do not have to be combative (like rebuttal might imply).
- These are opportunities to document your understanding, and plans for improvement.

# Grievance Process

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



49 Days  
Starts  
Here

**April 27, 2026**  
Monday, 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 27, 2026**  
Monday, 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, 2026**  
Monday, 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, 2026**  
Monday, 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)

# Unit RTP Committees

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# Be Mindful of Deadlines

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**October 20, 2025**  
Monday, 5:00 p.m.

**Completion of evaluations by department committees and department chairs.**  
Copies sent to faculty. Please ensure evaluation pages are numbered.

# Writing an Effective Letter

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- Be objective
- The Unit RTP Criteria are the Criteria
- We give students helpful feedback; let's extend that courtesy to our colleagues
- Faculty pursuing early tenure
  - Rare, yes, but not impossible
- Be thorough and detailed
  - Address every RTP criterion, every time

# Writing an Effective Letter

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- This is the opportunity to provide feedback and recommendations for growth
- It is the opportunity to praise our colleagues for the excellent work they do
- It is also the opportunity for accountability, and a documentation of recommendations, suggestions, and requirements
- Being vague to avoid drawing attention to a problem is not recommended, and not particularly helpful to faculty

# Writing an Effective Letter

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- Is the faculty member meeting expectations and demonstrating progress?
- Great. State that, and state what is needed to achieve the criterion.

# Writing an Effective Letter

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- Has the faculty member met the criterion?
- Great. State that and move on.



# Writing an Effective Letter

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- Is the faculty member not progressing or failing to meet expectations?
- State that, and state what is necessary to get back on track for achieving the criterion by the time of tenure and promotion.

# Professional Expectations and Responsibilities

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***The academic evaluation process should not be a form of academic hazing.***

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