

The logo for Cal Poly Pomona is a large, stylized arrow pointing to the right. It is composed of several overlapping triangles in shades of blue, green, and yellow. The text "Cal Poly Pomona" is positioned to the left of the arrow.

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RTP Workshop Fall 2024

Presented by Office of Faculty Affairs

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Reappointment, Tenure and Promotion (RTP)

- The reappointment, tenure and promotion policy is one of the most important and delicate matters in a university community.
- Adherence to RTP procedures provides the assurance that every RTP candidate will be fairly evaluated.
- The RTP criteria are also a statement of values and guide the work of the faculty.
- The RTP process is guided by the CSU/CFA Unit 3 Collective Bargaining Agreement (CBA) Articles 10 to 15, University Policies #1328 and #1329, and Department RTP criteria documents.

Where to find resources for RTP

[Office of Faculty Affairs](#)

The screenshot displays the website for the Office of Faculty Affairs at Cal Poly Pomona. On the left is a vertical navigation menu with the following items: Home, About Us (highlighted), Tenure Line Faculty, Temporary Faculty, Unit 11 Employees, Leaves, Retirement Programs, and Related Resources. The main content area features the Cal Poly Pomona logo and a search bar with the text "What can we help you find?". Below this is a "Wall of COOL" banner for the 2018-2019 period, featuring photos of three individuals and a "Visit Wall of Cool 2019" button. At the bottom, there is a row of seven circular icons with corresponding labels: Academic Manual (book icon), Collective Bargaining (handshake icon), Center for the Advancement of Faculty Excellence (graduation cap icon), Inquiries (question mark icon), Interfolio (person with 'i' icon), Explore YourLife@CPP (group of people icon), and NCFDD (flame icon).

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RTP Online Resources

- RTP calendar
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Office of Faculty Affairs

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[Tenure-Line Faculty Evaluation](#)



Overview of RTP Processes at CPP

General Principles

- The primary responsibility for demonstrating that the criteria is met rests with the faculty member requesting RTP action
- Evaluation and recommendation is based on materials included in the RTP packet and Personnel Action File (**PAF**)
- RTP packet is also referred to as the Working Personnel Action File (**WPAF**)

Who are the evaluators?

1. **Department RTP Committee (DRTPC)** is composed of tenured faculty elected by tenure line faculty in the department.
2. **Department Chair** if not part of the DRTPC and explicitly stated in department RTP criteria. If separate, it must be done independently from DRTPC review.
3. **Dean**
4. **University RTP Committee (URTPC)**
5. **Provost and Vice President for Academic Affairs**, as President's designee, makes final decisions on RTP matters

Who are the evaluators?

- The College RTP Committee, **CRTPC**, is part of the process only if there is an appeal. If triggered, their participation is strictly limited to the appeal, they don't conduct a full evaluation
- Appeal can only be for violation of department RTP procedures and/or upon misapplication of department RTP criteria

Evaluator Responsibilities: confidentiality of review

- Deliberations on reappointment, tenure, and promotion are **confidential**
- **Access to materials and recommendations** pertaining to the candidate **shall be limited** to the RTP candidate, evaluators, and appropriate administrators, and the CRTPC only if there's an appeal to the DRTPC recommendation

Evaluator recommendations

- RTP committee's evaluation report and recommendation shall be approved by a **simple majority**
- Before recommendations are reviewed by next review level, the candidate must be given the recommendation, which shall state in writing the reasons for the recommendation
- The candidate shall have the right to respond or submit a rebuttal statement in writing no later than ten (10) calendar days following receipt of the recommendation

Other evaluator responsibilities

- The candidate may request an **opportunity to discuss recommendation with the recommending group or individual**, who shall honor such a request. Such requests shall not require that RTP timelines, as specified in the current University Calendar for RTP Actions, be extended
- Under **rare circumstances beyond the control of individual(s)** at a given review level, a request may be submitted to the URTPC for extending a deadline. After consulting with AVP for Faculty Affairs, URTPC Chair responds to the request

DRTPC duties during the RTP cycle

- Evaluate using only applicable department RTP criteria
- Produce DRTPC evaluation by deadlines
- Maintain security and confidentiality

DRTPC duties during the RTP cycle

- The DRTPC must also include **a discussion of progress made on any recommendations for improvement given in the previous RTP cycle.** This applies to probationary faculty and tenured faculty who are applying for promotion (full PAF review would likely be the only way to find out what was recommended in prior years)

DRTPC duties outside of RTP candidate review process

- Responsible for making sure class peer observations are conducted
- Mentor probationary faculty about departmental expectations
- **Initiate review of DRTP criteria document** as needed or if expired (current deadline for submission to the DRTPC and the Dean is April 1st each year). CRTPC, Dean, and AVPFA are also reviewers.
- **NOTE:** Once the review period has begun, the DRTPC and Department Chair should not communicate directly with the candidate until the review cycle is completed.

DRTPC member: supplementary report

- Also known as “minority report”
- Any member of the DRTPC may file a supplementary report. Supplementary reports, if submitted, must accompany the recommendation in question and **must be made available to all members of the DRTPC and to the candidate.**

Appeals of DRTPC recommendation

- The candidate has ten (10) calendar days following receipt of the DRTPC's recommendation to appeal the DRTPC action to the CRTPC
- In cases of appeal, the Office of Faculty Affairs will create a special separate calendar to track these cases
- The candidate also has 10 calendar days following the DRTPC's and/or Department Chair's recommendation to submit a rebuttal and/or request a meeting with the review level.

Criteria for RTP evaluations

- Department Chair provides the criteria document provided to candidates no later than 14 days after the first day of instruction of the academic term (CBA requirement)
- **Department Chair** responsible for delivering document (campus policy)
- Candidates for **reappointment** must use department RTP criteria in effect during the first year of appointment
- Candidates requesting **tenure and/or promotion** may use either the criteria in effect during the first year of appointment in rank or the criteria in effect during the year of RTP action request

Reappointment, Tenure, and Promotion (RTP) Calendar Academic Year 2024-2025

Fall Semester: August 19 – December 20

Spring Semester: January 17 – May 23

RTP Calendar 2024-25

Evaluation	Reviewers	RTP Package Due Date	Review Begins	Recommendation Deadline	Rebuttal Deadline
FULL PERFORMANCE: For faculty requesting 2ND and 3RD year reappointments	DRTPC	9/13/24	9/13/24	9/27/24	10/7/24
	Department Chair		9/13/24	9/27/24	10/7/24
	Dean		10/8/24	10/25/24	11/4/24
	URTPC		11/5/24	12/6/24	12/16/24
	Provost		12/17/24	2/15/25	
PERIODIC Evaluations	DRTPC	9/13/24	9/13/24	9/27/24	10/7/24
	Department Chair		9/13/24	9/27/24	10/7/24
	Dean		10/8/24	10/25/24	11/4/24
FULL PERFORMANCE: For faculty requesting 4th / 5th / 6th reappointments Tenure/Promotion ¹ Promotion to Full Professor ²	DRTPC	9/27/24	9/27/24	10/28/24	11/7/24
	Department Chair		9/27/24	10/28/24	11/7/24
	Dean		11/8/24	1/17/25	1/27/25
	URTPC		1/28/25	4/18/25	4/28/25
	Provost		4/29/25	6/1/25 6/15/25 (promotion to full)	
Pre-RTP	DRTPC	2/7/25	2/7/25	2/22/25	3/4/25
	Department Chair		2/7/25	2/22/25	3/4/25
	Dean		3/5/25	3/25/25 meeting with faculty member ³	
	Dean			4/8/25 ⁴	4/18/25

¹ Probationary faculty (assistant or associate professor) requesting tenure and/or promotion.

² Tenured associate professors requesting promotion to full professor.

³ Dean shall meet with the probationary faculty member to review the department evaluation by March 25, 2025.

⁴ The Dean's separate evaluation must be provided to the probationary faculty member within seven days of the meeting (by March 25, 2025).

Areas of Evaluation

- Teaching
- Research, Scholarly, and Creative Activities
- Service
 - Advising: in some departments it is under teaching, in others service
 - Graduate advising vs. undergrad advising could be recognized differently in some departments

Evaluation of Teaching

- **Student evaluation of teaching**
 - All classes evaluated with a few exceptions
 - Conducted anonymously via survey questionnaires, comments not allowed
- **Out of class evaluation comments**
 - At any time a student may submit input on teaching performance of a faculty member. Letter/petition **must be signed and include the Bronco Identification Number** of student(s) who signed and addressed to department chair or DRTPC chair. Emails are acceptable from cpp accounts and with Bronco IDs.



- **Solicitation of student comments**

- Only via public announcement posting/publication or by some other means designed to reach students collectively, not individually
- Any solicitation by a faculty member on his/her own behalf, or by a faculty member or administrator on behalf of or against another faculty member is **considered unprofessional and is prohibited**
- The comments must be due **at least 10 days before RTP packet deadline** to allow candidate the required minimum 10 days to write response and so that DRTPC can consider both student input and candidate's response in deliberations

Evaluation of Teaching cont.

- **Peer observation of teaching**

- Minimum of two peer observations per academic year, some departments require more during early probationary years
- Responsibility of **DRTPC is to ensure required minimum number observations is met** and that the report is submitted to the faculty member and placed in faculty member's PAF within two weeks of the classroom visit; the faculty member being observed will have the opportunity to respond/issue a rebuttal.
- Scheduling of peer observation – in consultation with the faculty member; faculty member should be responsive to requests for scheduling (Art. 15.14)

Evaluation of Teaching cont.

- Describe your teaching philosophy and pedagogical approaches in detail
- Thoroughly address RTP criteria, reference each specific criterium
- Expectations in terms of student evaluation data scores, teaching philosophy statement, activities to support teaching, etc. vary by department
- Describe work and plans for developing teaching practices to meet your objectives and the DRTP criteria

Evaluation of Research, Scholarly, and Creative Activities

- Describe your research/scholarly/creative activities focus/philosophy
- Describe the *significance* of activities
- Keep in mind that some in the URTPC, as well as others, will not be familiar with your disciplinary expertise as you write your narrative
- Thoroughly address RTP criteria, reference each specific criterium.
Criteria vary by department

Evaluation of Research, Scholarly, and Creative Activities

- Describe the impact on teaching and professional community
- Describe and include completed work and work in progress
- Short-term and long-term plans are essential
- Some departments explicitly require plans, but if not, they can be useful for understanding whether you are on track to meet criteria.

Evaluation of Service

- **Based on department RTP criteria, expectations vary by department**
- **Thoroughly address RTP criteria, reference each specific criterium**
- **Ask for department guidance on service strategies**
- **Describe nature of contribution, intensity of commitment**
- **Organize by service at different levels – department, college, university, and system**
- **Discuss service to the profession and to the community referencing the criteria in the service area**

Release time for new probationary faculty

- 3 WTU per semester
- ***“To assist new probationary faculty employees with establishing their programs of research, scholarship, and/or creative activities, and carrying out other activities that would support them in meeting the requirements for retention, tenure, and promotion.” (CBA 20.36)***

How long is probationary period?

	Years of Service Credit	Probationary Period	Evaluation Period for Tenure and Promotion
	0 years	6 years	5 years
	1 year	5 years	4 years
	2 years	4 years	3 years

Common questions about probationary period

Q. Can work produced prior to beginning probationary period be evaluated for consideration for tenure for those with service credit?

A. No, pursuant to campus Policy #1328, Section 7.3:
“tenure evaluations are based on the period since original appointment to the probationary position”

Avoiding past mistakes

- Not addressing recommendations given the previous cycle.
- Not listing the appropriate probationary year in the form
- Not addressing all RTP criteria requirements in each of the three evaluation areas
- Not analyzing student evaluation data as required
- Third probationary year candidates with little or no progress or plans in terms of scholarly and creative activities, despite release time for first two years
- Do not comment on informal feedback from students. Not a part of official policy.

Final recommendations

- **Have a short term and long-term plans, even if not required by your department.**
- **Understand and follow all applicable policies and criteria document procedures and understand your role and responsibilities**
- **Double-check your RTP packet before final submission**
- **Ask for clarification/guidance/help when needed**



Overview of Recent Changes to RTP Process

Introduction of **Periodic Evaluation (PE)** for probationary faculty (vs. Performance review)

Pre-RTP – No changes

Probationary faculty will receive an initial appointment of two years.

In Year One they will undergo a unique form of periodic evaluation known as “Pre-RTP.”

As a *periodic evaluation*, Pre-RTP is not actionable and will be reviewed only by the DRTPC and Dean.

Performance reviews

- **Performance review:** actionable evaluation process by the DRTPC, Department Chair (if not serving on the DRTPC), Dean/or Director by each level of review that results in a recommendation for a personnel action such as reappointment, tenure and/or promotion
- Probationary faculty will undergo a *minimum of three full performance reviews* before being granted tenure (except early tenure cases).
- Performance Review (PR) is required for reappointment.

Periodic Evaluations

A periodic evaluation is an intermittent evaluation process that includes review only by the DRTPC, Department Chair (if not serving on the DRTPC), and Dean.

Periodic evaluation does not result in a formal personnel decision but may be used to support future personnel decisions. Reports from the DRTPC and Dean are issued to the probationary faculty member with feedback and guidance.

Scenario 1: Six-Year Probationary Period (no service credit)

Probationary Year	Types of Review	Outcomes
1	Pre-RTP	This is the first year of employment; Pre-RTP; Stops at dean's level
2	Performance review (PR) for reappointment to 3 rd and 4 th probationary years	Two years, or one-year reappointment if candidate is found to be in need of improvement
3	Periodic evaluation (PE)	Stops at dean's level; no personnel action
4	Performance review (PR) for reappointment to 5 th and 6 th probationary years	Two years, or one-year reappointment if candidate is found to be in need of improvement, or terminal year granted
5	Periodic evaluation (PE)	Stops at dean's level; no personnel action
6	Performance review (PR) for Tenure and Promotion consideration	T&P recommended, or terminal year granted

Scenario 2: Five-Year Probationary Period (one year of service credit, are only eligible to be considered for a 2-year appointment in their 3rd probationary year))

Probationary Year	Types of review and outcomes	Comments
1	Service credit	
2	Pre-RTP	This is the first year of employment; Pre-RTP; Stops at dean's level
3	Performance Review (PR) for reappointment to 4 th and 5 th probationary years	Two years, or one-year reappointment if candidate is found to be in need of improvement, or terminal year granted
4	Periodic Evaluation (PE)	Stops at dean's level
5	Performance Review (PR) for reappointment to 6 th probationary year	Appointed to one-year reappointment, or terminal year granted
6	Performance Review (PR) for Tenure and Promotion consideration	T&P recommended, or terminal year granted

Scenario 3: Four-Year Probationary Period (two years of service credit, cannot receive 2-year appointments)

Probationary Year	Types of review and outcomes	Comments
1	Service credit	
2	Service credit	
3	Pre-RTP	This is the first year of employment; Pre-RTP; Stops at dean's level
4	Performance Review (PR) for reappointment to 5 th probationary year	Appointed to one-year reappointment, or terminal year granted
5	Performance Review (PR) for reappointment to 6 th probationary year	Appointed to one-year reappointment, or terminal year granted
6	Performance Review (PR) for Tenure and Promotion consideration	T&P recommended, or terminal year granted, or terminal year granted

Recommendation of a one-year or two-year appointment

- During a **Performance Review (PR)**, based on the review of the RTP package and evaluation of progress towards tenure and promotion, evaluators at any level of review may recommend that a probationary faculty member undergo another performance review (one year appointment) rather than a periodic evaluation in the following Academic Year.
- This recommendation is not subject to appeal although the probationary faculty member can submit a rebuttal.

Components of Performance Review: RTP package As stated in Policy #1328

1. An updated curriculum vitae; **-new-**
2. The Faculty Performance Review Form (RTP Form); and
3. A self-assessment narrative (**no page limit**) **discussing the DRTP criteria** regarding strengths and areas for growth in teaching, research, scholarly and creative activities and service from the current review period. *In your narrative, highlight, as applicable, how your accomplishments support CPP's core values, such as academic excellence, experiential learning, student learning and success, inclusivity, community engagement, and social and environmental responsibility*

Components of Performance Review, RTP package

4. All peer evaluations since the previous performance review (in the case of reappointment) or all peer evaluations since appointment or last promotion (in the case of tenure and/or promotion);
5. Statistical summaries of student survey scores since the previous performance review (in the case of reappointment) or all student survey scores since appointment or last promotion (in the case of tenure and/or promotion); and
6. Any responses to written student input, as defined by Policy No. 1329, received by the department during the evaluation period.
7. Candidates must discuss progress made on any recommendations for improvement given in the previous RTP cycle. This includes not only probationary faculty but tenured faculty who are applying for promotion. This includes recommendations given in a periodic evaluation not just performance reviews.

Periodic Evaluation (PE)

Evaluators for Periodic Evaluation packages

1. Department RTP Committee (DRTPC) and Department Chair, if not part of the DRTPC. If separate, it must be done independently from DRTPC review
2. Dean (evaluation stops here, this is similar to Pre-RTP)

The **DRTPC**, the **department chair** (if not serving on the DRTPC), and **the dean** shall produce a report with constructive feedback and clear guidance for improvement in preparation of the next year's performance review.

Periodic Evaluation (PE)

1. Probationary faculty issued a **two-year appointment** will undergo a **periodic evaluation (PE)** in the fall semester of year 1 of the two-year appointment
2. Like Pre-RTP evaluation, Periodic Evaluation does not lead to reappointment, tenure and/or promotion
3. Reports from the DRTPC and Dean are issued to the probationary faculty member with feedback and guidance. **A copy of the report shall be placed in the faculty member's PAF**

Periodic Evaluation (PE)

Components of the Periodic Evaluation Report



1. An updated curriculum vitae;
2. A self-assessment narrative, **not to exceed four pages**, discussing strengths and areas for growth in teaching, research, scholarly and creative activities and service and other professional activities as applicable from the current review period. In your narrative, highlight, as applicable, how your accomplishments support CPP's core values, such as academic excellence, experiential learning, student learning and success, inclusivity, community engagement, and social and environmental responsibility;

Periodic Evaluation (PE)

Components of Periodic Evaluation, Periodic Evaluation Report

3. Two peer evaluations from the period of review (or more if required by the department);
4. Statistical summaries of student survey scores and reviews from the current review period; and
5. Any responses to written student input, as defined by Policy No. 1329, received by the department during the evaluation period.

Supplementary materials

- Supplementary materials will continue to be uploaded via Interfolio and they can be added for performance reviews and periodic evaluations
- Supplementary materials are not required by University policy but could be required by the department's RTP criteria document
- If included, an **index of all supplementary materials** must be provided

Period covered by performance reviews and periodic evaluations

- For subsequent **reappointment applications/performance reviews** and for **periodic evaluations** the period of review shall be the period since the last performance review.
- The period of review for application for promotion to Associate Professor and/or tenure shall be the period since the original appointment.
- The period of review for application for promotion to Full Professor shall be the period since the previous application for promotion to Associate, or, if the candidate was hired at the Associate rank, the period since the original appointment.

Interfolio

Candidates will not have to make any choices about one or two year appointment or performance review or periodic evaluation. Candidates apply for the normal actions.

Only the evaluators will be given these choices. The cases in Interfolio will make it clear whether the candidate is eligible for two years appointment.



Questions?