



ARTP Workshop Arts & Letters Department Chairs

August 19, 2025
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Interim Associate Dean

Questions? malviniredden@csus.edu

Agenda

- Secondary Committee Members
- Roles
- Responsibilities
- Dos & Don'ts



2025-26 CURRENT SECONDARY COMMITTEE MEMBERS			
RANK	NAME	DEPT	Term
Assoc.	Peter Williams	ART	2nd 2YR Term 2024-26
Full	Rachel Clark	ART	1st 2YR Term 2025-27
Assoc.	Dan Janos	ComS	1 st 2YR Term 2024-26
Full	David Zuckerman	ComS	1 st 2YR Term 2024-26
Assoc.	Kikuko Omori	ComS	1 st 2YR Term 2024-26
Full	Mark Williams	ComS	1 st 2YR Term 2024-26
Full	Mario Estioko	DSGN	1 st 2YR Term 2024-26
Full	Nigel Poor	DSGN	2nd 2YR Term 2025-27
Assoc.	Angela Clark-Oates	ENGL	1 st 2YR Term 2024-26
Assoc.	Jonas Cope	ENGL	1 st 2YR Term 2024-26
Full	Reiko Komiyama	ENGL	1st 2YR Term 2025-27
FERP	Sheree Meyer	ENGL	1st 2YR Term 2025-27
Assoc.	Chloe Burke	HIST	1 st 2YR Term 2024-26
Full	Joseph Palermo	HIST	1st 2YR Term 2025-27
Full	Nikolaos Lazaridis	HIST	1 st 2YR Term 2024-26
Assoc.	Serpil Atamaz Topcu	HIST	1 st 2YR Term 2024-26
Full	Joel DuBois	HRS	1 st 2YR Term 2024-26
Full	Anna Presler	MUSC	1st 2YR Term 2025-27
Full	Chantal Frankenbach	MUSC	1st 2YR Term 2025-27
FERP	Robin Fisher	MUSC	1 st 2YR Term 2024-26
Full	Russell DiSilvestro	PHIL	1st 2YR Term 2025-27
Assoc.	Saray Ayala-Lopez	PHIL	1 st 2YR Term 2024-26
Full	Lorelei Bayne	THEA	2nd 2YR Term 2025-27
Full	Brenda Romero	WLL	1st 2YR Term 2025-27
Full	Kazue Masuyama	WLL	1st 2YR Term 2025-27

**Please email
Sharon the list
of faculty on
the Primary
Committees**

Role & Responsibility to Faculty



SACRAMENTO STATE
Redefine the Possible

Role & Responsibilities to Faculty

- **Support** faculty development at every step in their career journey
- Provide **guidance, mentorship, motivation**
- Help them **grow** and **contribute** to their department, discipline, college, and community



Role & Responsibilities to Faculty

- Provide the University, College and Dept's ARTP **policies** (on the College ARTP web page)
- Know the policies and **anticipate questions**
- Help **articulate specific and attainable goals** in relation to discipline, department goals, etc.



Role & Responsibilities to Faculty

- Read and discuss student evaluations
- **Address faculty performance issues/concerns at time of occurrence and document them**
- Initiate regular conversations/one-on-one meetings with faculty including post-tenure, etc.



Role & Responsibilities to Faculty

- **Encourage** attendance at the College ARTP Workshop
- Understand and **communicate internal and College deadlines** clearly
- **Check in** throughout the WPAF compilation process
- Ensure uploading of all required documentation occurs by **internal deadlines**



Role & Responsibilities to Faculty

- Meet with the faculty 1-1 to close the WPAF
- Review uploaded material **before** signing the acknowledgment. (Once the acknowledgment is signed, the file is closed and it moves on for committee/chair review.)
- Send the acknowledgment via Adobe Sign
- Make sure they understand what they are signing.



Role to the Primary Committee



Role to the Primary Committee

- Primary Committee Selection/Election **per approved ARTP policy**
- Primary Committee Chair role
- Communicate the “charge” to Primary Committee annually (new members, etc.)
- Review and ensure Primary policy & requirements are complete (classroom observations, etc.)



Role to the Primary Committee

- Responsible for framing discipline and terminal degree distinctions (e.g., MFA vs. Ph.D., etc.) for all levels of review
- Faculty are not reviewed by disciplinary peers beyond primary level; the final decision makers may be outside of their field
- Discuss how to review WPAF materials according to department/policy expectations
- Discuss how to write a constructive evaluation based solely on materials in WPAF and without bias



Role to the Primary Committee

- Discuss how to write a constructive evaluation based solely on materials in WPAF and without bias

Role as Chair/Director Evaluator

- Department Chair role vs. Primary Committee Chair role
- Review Dept policy
- Responsible for framing discipline and terminal degree distinctions (i.e. MFA vs. PhD, etc.) for all levels of review
- How to write a constructive evaluation based solely on materials in WPAF and without bias



Role to the RTP Process



Responsibilities in the RTP Process

- Review the College RTP calendar and candidate lists
- Align the departmental deadlines/timelines with the College's
- Grant access to the faculty candidate and the department's primary committees as appropriate



Responsibilities in the RTP Process

- Manage Primary Committee Elections/Assignments
- Hold Candidates & Committees to the deadlines
- Use College-provided letter templates
- Each area of evaluation (and weight)
- Department teaching scores
- Signature of chair or entire committee
- Electronic WPAF Access



Role of Staff in the RTP Process



Role of Staff/Department in Uploading Process

- Do Staff PDs reference ARTP?
- The Dept Chair/Director is responsible for the content that is placed in the WPAF's "DeptUpload" subfolders.
- Even if uploading is delegated to staff, Chairs/Directors are still the responsible party.

DeptUpload	01.Attest
Should be empty	03.CurEvals
College responsibility	04.PastEvals
	07.1.StudentEvals
	07.2.PeerEval



Caveats



Things to Avoid

- Surprising faculty
- Making assumptions
- Addressing the past in the current cycle (exceptions: Tenure & Promotion to Full)
- Considering information that is not in the WPAF
- Discussing WPAF content with anyone outside of the Primary Committee in official meetings

Bias in evaluation language

