RTP Workshop
Arts & Letters
Probationary and Tenured Professors

September 12, 2025

Shawna Malvini Redden

Interim Associate Dean

COLLEGE OF ARTS & LETTERS

Questions? malviniredden@csus.edu

Before we begin...

- This workshop is being recorded.
- Links to this workshop recording, this power point, and the College WPAF Instruction Booklet will be made available on the A&L ARTP Process Resources page.

● REC

Q&A: Shared Doc

- **Please hold questions for the Q&A portions of the workshop**

- As questions arrive, please post them to the shared doc [link in Chat]

- Questions not addressed live will be answered after the workshop

Agenda

- Faculty Support
- Review Cycle
  - Types of Reviews
  - Deadlines
  - Workflow
- WPAF (Working Personnel Action File)
- Responsibilities
  - Chair/Director
  - Candidate

- Putting together the WPAF
- Closing the WPAF
- Closing thoughts / Resources
- Q&A

SACRAMENTO STATE
Redefine the Possible

Review Cycle

Review Cycle(s)

- The Academic Year that the candidate is going through the review process
  - 2025-2026 is the current Review Cycle
  - Looks back to the 2024-2025 Academic Year (for TT faculty) or the 2020-2025 Academic Years (for Tenured faculty)

SACRAMENTO STATE
Redefine the Possible

Types of Review Cycles

- Retention
- Tenure & Promotion
- Promotion to Full
- Post-Tenure Review

SACRAMENTO STATE
Redefine the Possible

Types of Review Cycles

- **P1-P5**: Material from the previous academic year—Fall 2024-Spring 2025

- **P6 (up for tenure)**: Material from the previous five academic cycles—A highlight reel

- **Promotion-to-full**: Material from the previous five academic cycles—A comprehensive highlight reel

- **Post-Tenure Review:** Material from the previous five academic cycles—Check your RTP policy for contents

SACRAMENTO STATE
Redefine the Possible

The Review Cycle:

Is considered the Academic Year that the Candidate is going [through the review process.]

RETENTION CYCLE → **TENURE/PROMOTION CYCLE** → **PROMOTION CYCLE** → **POST-TENURE REVIEW**

RETENTION CYCLE

- Probationary/ Tenure-track faculty
- Occurs annually
- P1 – P5 WPAF includes materials for the current review period only
- All ranks are reviewed by the Dept. Primary Committee
- Second Year through Promotion to Associate are reviewed by the Secondary Committee and reviewed by the Dean (Final for P2, P3 & P5) and as appropriate by the Provost (Final for P4 & P6)

TENURE/PROMOTION CYCLE

- Promotion from Assistant to Associate Professor
- Occurs in 6th year "toward tenure" (P6 & P5ET)
- WPAF includes materials <u>since time of hire</u>
- Evaluated by Primary, Secondary, Dean, and the final decision by the Provost

PROMOTION CYCLE

- Promotion from Associate to Full Professor
- Offered 5 years after earning tenure
- WPAF includes comprehensive materials since earning tenure
- Evaluated by Primary, Secondary, Dean and the final decision by the Provost

POST-TENURE REVIEW

- Associate and Full Professors (post-tenure)
- Occurs every 5 years after earning tenure whether promoted to Full or not
- WPAF must include comprehensive "Teaching Effectiveness" Materials since last review
- Reviewed by Primary.

For Full Description of Probationary Ranks see the Resources at the end of this presentation

Dates & Deadlines

College of Arts & Letters
2025-2026 Review Cycle Timelines

EACH DEPARTMENT MAY SET ITS OWN REVIEW PERIOD (WPAF CLOSING AND PRIMARY COMMITTEE DATES) SO LONG AS IT CONCLUDES BY THE COLLEGE DATE THE PRIMARY LETTERS ARE DUE.

PERIODIC REVIEW DEADLINES FOR FACULTY IN THEIR FIRST YEAR

WPAF Closure	TBD by Department
Primary/Department Chair Retention Recommendation letter sent to candidates	Tuesday, January 13, 2026
Dean's Review Letter sent to candidates	Wednesday, February 4, 2026

RETENTION REVIEW DEADLINES FOR P-2 CANDIDATES IN THEIR SECOND YEAR

WPAF Closure	TBD by Department
Primary/Department Chair Retention Recommendation letter sent to candidates	Monday, December 1, 2025
Secondary Retention Recommendation Letter sent to candidates	Monday, January 12, 2026
Dean's Retention Decision letter sent to candidates	Friday, February 13, 2026

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

RETENTION REVIEW DEADLINES FOR P-3 and P-5 CANDIDATES

WPAF Closure	TBD by Department
Primary /Department Chair Retention Recommendation letter sent to candidates	Thursday, February 12, 2026
Secondary Retention Recommendation Letter sent to candidates	Monday, March 16, 2026
Dean's Retention Decision Letter sent to candidates	Thursday, April 23, 2026

RETENTION REVIEW DEADLINES FOR P-4 CANDIDATES

WPAF Closure	TBD by Department
Primary/Department Chair Retention Recommendation letter sent to candidates	Monday, December 1, 2025
Secondary Retention recommendation letter sent to candidates	Monday, January 12, 2026
Dean's retention recommendation letter sent to candidates	Friday, February 20, 2026
Provost Retention Decision Letter sent to candidates	Thursday, April 23, 2026

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

PERFORMANCE REVIEW DEADLINES FOR TENURE & PROMOTION CANDIDATES

WPAF Closure	TBD by Department
Primary/Department Chair Retention Recommendation letter sent to candidates	Monday, January 5, 2026
Secondary Retention Recommendation Letter to candidates	Thursday, February 5, 2026
Dean's Retention Recommendation Letter to candidates	Tuesday, March 10, 2026
Provost's Retention Decision Letter to candidates	Wednesday, May 27, 2026

PERIODIC REVIEW DEADLINES FOR POST-TENURE FACULTY

WPAF Closure	TBD by Department
Primary/Department Chair Retention Recommendation letter sent to candidates	Friday, April 24, 2026

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

WORKFLOW

Faculty granted access to digital WPAF to upload materials by Chair/Director

Candidate closes WPAF with Chair/Director by department deadline

Department's Primary Committee reviews WPAF. Chair/Director *may* also conduct independent review

WORKFLOW

Dean's office emails candidate Primary Committee's review. Candidate has <u>10 calendar days</u> to submit response/rebuttal to Dean's office, if needed

Responses/Rebuttals should be addressed to Dean Gladys M. Francis, but emailed to AD Malvini Redden with a CC to Sharon Hopkins-Bright

Cycle of Review, Letter, Response Period continues for College Secondary Committee and Dean levels, as relevant

- Final Decisions on P4, P6, & PTF come from Provost

Workflow Notes

- During each cycle, reviewers (Committee/Chair/Dean/Provost) will have access to your entire file, including the letters from each level of review and your responses/rebuttals (if relevant)

SACRAMENTO STATE
Redefine the Possible

Digital WPAF

- WPAFs are digital and housed on OneDrive

- The College is the Owner of all Tenure Track Faculty folders.

- Digital access is granted by the Dean's Office to the Chairs/Director, Committees, Dean, and Provost as appropriate at each level of review.

Digital WPAF

- Faculty candidates receive an access link via email from the Chair/Director to their WPAF.

- **Make sure the link and folders are accessible ASAP**

- Faculty candidates are responsible for assembling specific sections of WPAF and attesting to **completeness** at the time of closing.

Hard Copies from Black Binders

Post tenure reviews: If you have not gone through an RTP review since 2022, WPAFs are now digital. If you need access to documents in a big binder...

- Email Sharon Hopkins-Bright - hopkins-bright@csus.edu

SACRAMENTO STATE
Redefine the Possible

Responsibilities

	Name ∨
📁	01. Attestation
📁	02. Curriculum Vitae
📁	03. Current ARTP Evaluations
📁	04. ARTP History
📁	05. Faculty Development Plan
📁	06. Index
📁	07.1. Teaching Effectiveness-Student Evalua...
📁	07.2. Teaching Effectiveness-Peer Evaluation...
📁	07.3. Teaching Effectiveness-Syllabi
📁	07.4. Teaching Effectiveness-Supporting Docs
📁	08. Scholarlship and Creative Activities Sup...
📁	09. University Service Supporting Documents
📁	10. Community Service Supporting Docume...
📁	11. OTHER - RENAME IF NEEDED
📊	PAF Access Log 2024-25.xlsx

College Responsibilities

- **College**:

  - **Current ARTP Evaluations** – *Current cycle's evaluations and rebuttals, if submitted; will be empty when access granted*

 - **ARTP History** – *All evaluation letters from previous cycles*

College and Chair/Director Responsibilities

- **Chair/Director:**

  - **Attestation**–*Document signed by Faculty and Chair/Director at time of closing*

  - **Teaching Effectiveness–Student Evaluations**–*Course evaluations from each course <u>section</u> taught*

  - **Teaching Effectiveness–Peer Evaluations**–Class/*teaching class observations per department ARTP policy*

- **PAF Access Log** – *Completed by reviewers*

Name
📁 01. Attestation
📁 02. Curriculum Vitae
📁 03. Current ARTP Evaluations
📁 04. ARTP History
📁 05. Faculty Development Plan
📁 06. Index
📁 07.1. Teaching Effectiveness-Student Evalua...
📁 07.2. Teaching Effectiveness-Peer Evaluation...
📁 07.3. Teaching Effectiveness-Syllabi
📁 07.4. Teaching Effectiveness-Supporting Docs
📁 08. Scholarlship and Creative Activities Sup...
📁 09. University Service Supporting Documents
📁 10. Community Service Supporting Docume...
📁 11. OTHER - RENAME IF NEEDED
📄 PAF Access Log 2024-25.xlsx

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

Candidate Responsibilities

- Curriculum Vitae

- Faculty Development Plan

- Index

- Teaching Effectiveness – Syllabi

- Teaching Effectiveness –Supporting Docs

- Scholarship and Creative Activities Supporting Documents

- University Service Supporting Documents

- Community Service Supporting Documents

- OTHER – RENAME IF NEEDED – *additional required by department*

SACRAMENTO STATE
Redefine the Possible
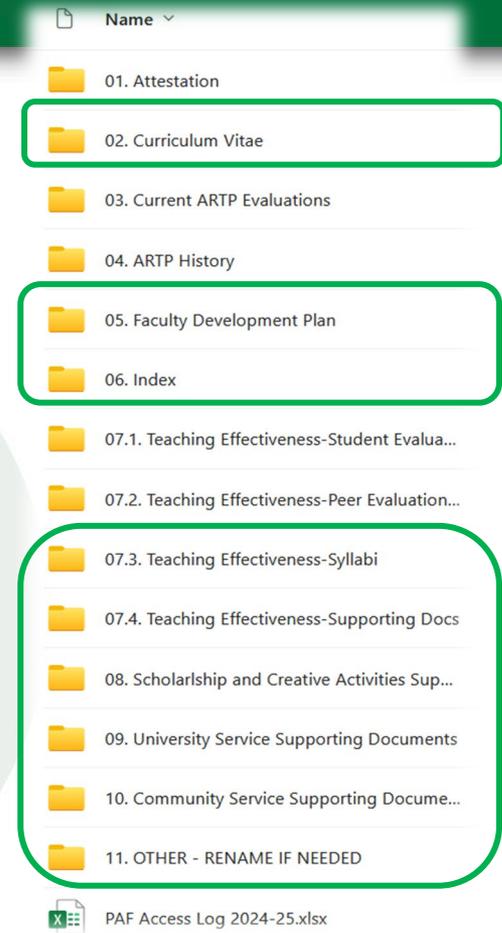
Putting together
your WPAF

Framing the WPAF's Role

- Your **persuasive argument** for retention, tenure and/or promotion

- Must follow the University, College, Departmental policies

- Much of the formatting/what you include is personal

- <u>Remember that most reviewers will be outside of your discipline</u>

- **Please put your name and department on everything**

Curriculum Vitae

- Current CV
- Remove previous years, if in the folder
- Include Name & Dept

SACRAMENTO STATE
Redefine the Possible

Faculty Development Plan

- Narrative summary/reflective statement and action plan/goals that address each area of evaluation

- Realistic and specific

- Develop w/ Department Chair or designee

- College prefers a maximum of 3 pages, including a statement of teaching philosophy, **or per departmental policy and practices**

- Include Name & Dept

The Indices

- Each folder of the WPAF includes the materials themselves (files, articles, video links) and a comprehensive summary document in the form of an index for each main area of review—Teaching, Research, Scholarly & Creative Activity, Service

- **Indices are permanent records and get developed/updated for each year of review**

- Examples of the index will follow

TOPSIFY

GREATEST HITS
Ever
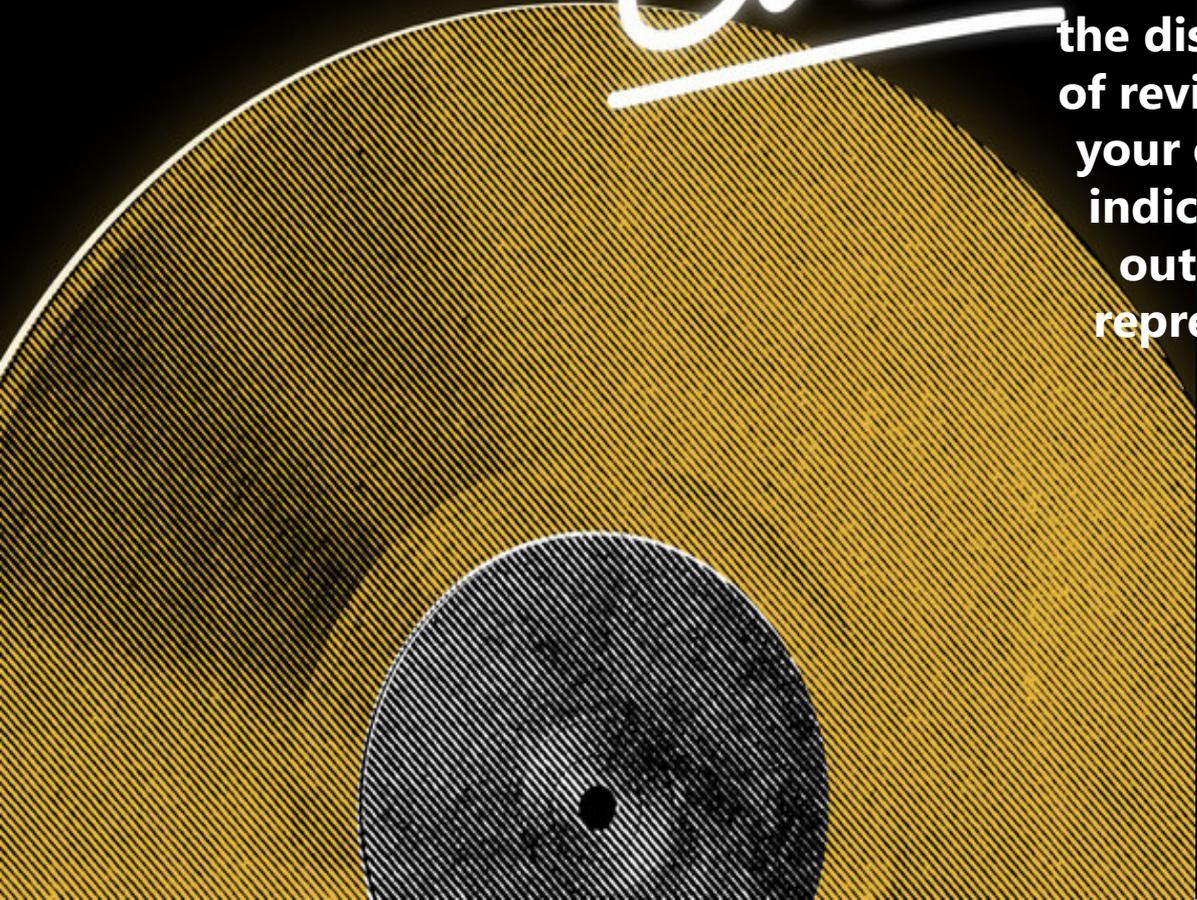
"The Index, as a whole, is not unlike
the discography for a band. Each year
of review is a new album that adds to
your overall discography, and in the
indices for that year you are listing
out the names of the tracks that
represent the significant work you
accomplished over it."

~ Professor Doug Dertinger
Department of Design

Teaching Effectiveness

- **Teaching Effectiveness – Syllabi**
  - Each course taught in current review cycle for Fall/Spring (remove previous years – unless up for Tenure/Promotion)
  - Separate/individual pdf files
  - Uploaded to this folder

SACRAMENTO STATE
Redefine the Possible

Teaching Effectiveness

- Materials you select to include that demonstrate teaching effectiveness
  - Advising
  - Curriculum development/assignments
  - Training & development related to pedagogy/instruction
  - Letters of recommendation/support
  - Instructional research/assessment

Scholarly & Creative Activities

- Accomplishments in research and creative projects
- Publications/performances/exhibitions
- Demonstration of a program of scholarly or creative **work in progress**
- Professional/disciplinary activity
- Letters of recommendation/support
- https://sacramentostate.policystat.com/policy/11444962

Index Formatting

- Most important and time-consuming part of WPAF
- Requires thoughtfulness and attention to detail
- "Table of Contents" guides reviewers through WPAF
- If the reviewers looked at nothing else, they should have a strong sense of your contributions

Index Formatting

- Index corresponds directly to materials included in the Supporting Documents files

- **Any materials referenced but not included in Index must be provided within 48 hours if requested by committee/reviewer at any point in review cycle.**

SACRAMENTO STATE
Redefine the Possible

Index Formatting

- Review Cycle AY headings listed in reverse chronological order, but document numbering begins with 1 and is continuous through the cycle
  - Save Index to edit next year (Auto-format numbering helpful)
- Supporting Documents should be single/individual files rather than additional folders or one long pdf.
- Limit documents to max 30 pages

Index Formatting Cont.

- **Indices are permanent records**
- You may not change/add/delete any of the items listed in the Index once submitted, as it becomes the official record of your achievements in your permanent Personnel Action File at the end of the cycle.
  - Index will be comprehensive and include each AY from time of appointment through Full
  - PTR Index and Supporting Documents only need Teaching Effectiveness (may include other areas)

SACRAMENTO STATE
Redefine the Possible

Index Formatting Cont.

- Insert accessible hyperlinks in the Index rather than uploading to Supporting Documents for large files
  - Ensure the hyperlink is live and bold it
  - Linking directly to an online document, video, etc., not a website
- Place asterisks (*) next to the Index number that has a corresponding supporting document
- Upload files as individual pdfs or jpeg.
- Choose accessible formats

SACRAMENTO STATE
Redefine the Possible

Index Sample
Faculty started Fall 2022

INDEX
Melinda Wilson Ramey

TEACHING EFFECTIVENESS, Page 1

Review/Retention Cycle 2022-2023

1. Courses Taught Fall 2021: THEA 16, THEA 100, THEA 174

2. Courses Taught Spring 2022: THEA 3 (2 sections), THEA 100, THEA 107

3. *Group Peer Evaluation Form (THEA 3)

4. Nominated for Outstanding Teacher Award

5. *Nomination Letter from Ed Dyer

INDEX
Melinda Wilson Ramey

TEACHING EFFECTIVENESS, Page 1

REVIEW/RETENTION CYCLE 2023-2024

1. Courses Taught Fall 2022: THEA 21, THEA 107, THEA 140, THEA 174

2. Courses Taught Spring 2023: THEA 3 (3 sections), THEA 100

3. Assumed teaching graduate course, THEA 209, mid-semester for colleague on leave

4. *Created "Thirty-Something Questions for Script Analysis" class handout

5. Required THEA 3 students to see professional production of Donald Margulies's *Dinner with Friends* at Capital Stage, accompanied them to the production, and arranged pot-show discussion with cast members

6. Held 20-minute conferences with each student in Theatre 170 three different times during the semester to discuss their writing-in-progress

7. *Student Letter from Justin Chapman

REVIEW/RETENTION CYCLE 2022-2023

8. Courses Taught Fall 2021: THEA 16, THEA 100, THEA 174

9. Courses Taught Spring 2022: THEA 3 (2 sections), THEA 100, THEA 107

10. Group Peer Evaluation Form (THEA 3)

11. Nominated for Outstanding Teacher Award

12. Nomination Letter from Ed Dyer

SACRAMENTO STATE
Redefine the Possible

Index Sample

Scholarly & Creative Activity

INDEX
Melinda Wilson Ramey

SCHOLARSHIP/CREATIVE ACTIVITIES, Page 1

TENURE EVALUATION CYCLE 2024-2025

1. Directed mainstage production of *Les Blancs* by Lorraine Hansberry

2. YouTube Video Link: 'Les Blancs' Preview (Sac State Promotional Video)

3. *Les Blancs* received "Best Direction of a Play" at Kennedy Center American College Theatre Festival (KCACTF) Regional competition

4. *Letter of support from Dr. Sharon Goodrich, Sacramento State

5. *Letter of support from Dr. Larry Holmes, Professor, University of Mexico

RETENTION REVIEW CYCLE 2023-2024

6. Reviewed manuscript of Acting Up and Getting Down: History of Black Theatre in Texas for University of Texas Press

7. Letter from Allison Faust, University of Texas Press Editor

8. Published article "Return to *The Toilet*" in peer-reviewed journal *Continuum: The Journal of African Diaspora Drama, Theatre and Performance*

RETENTION REVIEW CYCLE 2022-2023

9. Presented "Parks on Parks: New black math, Elements of Style, Parks Interview" at Dolliver Seminar: Engaging Creativity, Criticism, Collaboration and Community through the Work of Suzan-Lori Parks and Her Contemporaries, University of Puget Sound

10. Submitted article "Return to The Toilet" for publication in 2nd issue of peer-reviewed journal *Continuum: The Journal of African Diaspora Drama, Theatre and Performance*

11. Directed mainstage production of *In the Blood* by Suzan-Lori Parks

12. Interviewed residents at local shelter as research for *In the Blood*

13. *KCRA News segment of *In the Blood*

14. *Letter of support from Dr. LaSandra Harris, CSU East Bay

SACRAMENTO STATE
Redefine the Possible

Naming Documents in WPAF

ITEM	NAMING	EXAMPLE
Curriculum Vitae	DEPT_LastName,FirstInitial_CV.pdf	ART_Doe,J_CV.pdf
Faculty Development Plan	DEPT_LastName,FirstInitial_FacDevPlan.pdf	ART_Doe,J_FDP.pdf
Index	DEPT_LastName,FirstInitial_Index.pdf	ART_Doe,J_Index1.pdf
Supporting Documents	DEPT_Last Name, FirstInitial_AreaIndex#.xxx	ART_Doe,J_Index1A.pdf ART_Doe,J_UnivServIndex2.pdf ART_Doe,J_ComServIndex3.pdf

THEA_WilsonRamey,M_SCAIndex5.pdf

Keep it short, concise, no breaks.

SACRAMENTO STATE
Redefine the Possible

"Closing" the File

Attestation

- Electronically sign Attestation form signifying all contents correct and complete.

- Chair/Director sends Attestation via Adobe Sign approximately one week before closing date.

- E-Sign when WPAF ready to "submit" on or before closing date.

- Form routed back to chair for e-signature and uploading to folder.

- Once signed and uploaded, the College rescinds access and grants access to the reviewers.

**WORKING PERSONNEL ACTION FILE VERIFICATION
AND CERTIFICATION
2022-23 REVIEW CYCLE**

Candidate's Name: _____

Department: _____

By signing below, I certify that my Working Personnel Action File has been satisfactorily completed and is ready to be released to the review committees for evaluation and appropriate recommendations. I also certify that references made in my documents which do not accompany the Indexes are readily available should the material be called for at any review level.

_____   _____
Candidate Signature   Date

****

Department Chair signature certifying WPAF file format compliance:

_____   _____
Department Chair Signature   Date

SACRAMENTO STATE
Redefine the Possible

Words of Wisdom

SACRAMENTO STATE
Redefine the Possible

Words of Wisdom

- Include best materials grounded in evolving academic/disciplinary standards

- Quality vs. Quantity

- Follow your Departmental ARTP policies and closely reference the University ARTP (which Departmental policies cannot conflict with)

- START EARLY

- **Know your rights as a faculty member**

Resources

PROBATIONARY FACULTY RANKS

Rank	Semester Started	Definition
P-1 **P-2*** **P-3***	*Fall 2025 (AY 2025-26)*	• Newly hired probationary faculty <u>without</u> credit toward tenure. • Newly hired probationary faculty <u>with</u> 1 year credit toward tenure. • Newly hired probationary faculty <u>with</u> 2 years of credit toward tenure. • All receive an informal periodic evaluation at the department level.
P-2 **P-3***	*Fall 2024 (AY's 2024-26)*	• Probationary faculty in 2nd year. • Probationary faculty in 2nd year <u>with</u> 1 year credit toward tenure. • Both receive formal review. • Final decisions for retention at this level rest with the Dean.
P-3	*Fall 2023 (AY's 2023-26)*	• Probationary faculty in 3rd year. • Receive formal review. • Final decisions for retention at this level rest with the Dean.
P-4	*Fall 2022 (AY's 2022-26)*	• Probationary faculty in 4th year. • Receive formal review. • Final decisions for retention at this level rest with the Provost.
P-4*	*Fall 2024 (AY's 2024-26)*	• Probationary faculty in 2nd year with 2 years credit. • Receive formal review. • Final decisions for retention at this level rest with the Provost.
P-5	*Fall 2021 (AY's 2021-26)*	• Probationary faculty in 5th year. • Receive formal review. • Final decisions for retention at this level rest with the Dean.
P-5ET	*Fall 2021 (AY's 2021-26)*	• Probationary faculty in 5th year and are requesting early tenure and or promotion. • Receive formal review. • Final decisions for tenure and/or promotion rest with the Provost.
P-6	*Fall 2020 (AY's 2020-26)*	• Probationary faculty in 6th year. • Receive formal review. • Final decisions for tenure and/or promotion rest with the Provost.

Types of RTP Reviews

- **PERIODIC REVIEW** → Review of faculty performance that does not factor into retention or promotion. For probationary faculty, this is the "Informal Review" that occurs spring semester of their appointment year. For post-tenure faculty, this occurs every 5 years and is based on teaching effectiveness.

- **RETENTION REVIEW**→ Evaluation of faculty performance to determine whether a successive faculty appointment will be offered for next AY.

- **TENURE and/or PROMOTION REVIEW** → After being retained for 5 productive and successful years, faculty undergo a "Performance Review" for a promotion from either Assistant to Associate professor or Associate to Full professor. Tenure and Promotion are distinct decisions. A faculty member may be promoted but not tenured.

Follow-Up Questions, etc.

- Department Chair/Director
- Shawna Malvini Redden, Interim Associate Dean
  malviniredden@csus.edu
- Sharon Hopkins-Bright, Analyst and Specialist to the Dean, hopkins-bright@csus.edu

ARTP POLICIES

- The Collective Bargaining Agreement (CBA) for Unit 3 faculty https://www.calfac.org/resource/collective-bargaining-agreement-contract-2014-2017#article-15
- The University Appointment, Retention, tenure and Promotion Policy (UARTP) https://www.csus.edu/umanual/hr/uartp%201-2013_final.pdf
- The College of Arts and Letters ARTP Policy https://www.csus.edu/college/arts-letters/internal/artp-process.html

RTP Policies Structure

CSU Board of Trustees
Policies on Evaluation Criteria

Memorandum of Understanding
(MOU) For Unit 3 Faculty

Interim MOUs for
COVID-19 related circumstances

Sacramento State ARTP Policy
Presidential Memorandum FSA 00-11

College ARTP Policy

Department ARTP Policy

CALIFORNIA STATE UNIVERSITY, SACRAMENTO