



RTP Workshop Arts & Letters Probationary and Tenured Professors

September 11, 2026

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Interim Associate Dean, Faculty and Student Affairs

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.



Q&A: Shared Doc

- As questions arise, please post them to the [shared doc](#) [link in Chat] to be addressed during Q&A portion of workshop
- 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



Faculty Support & Acknowledgments



Review Cycle



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Review Cycle(s)

- The Academic Year that the candidate is going through the review process
 - 2026-2027 is the current Review Cycle
 - Looks back to:
 - 2025-2026 Academic Year (for TT faculty)
 - 2021-2026 Academic Years (for Tenured faculty)



Types of Review Cycles

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



The Review Cycle:

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

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 since time of hire
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
2026-2027 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	
P1, P2* (1+1), P3* (1+2)	
WPAF Closure	TBD By Department*
Primary/Department Chair Retention Recommendation letter sent to candidates	Tue, Mar 16
Dean's Review Letter sent to candidates	Fri, May 7

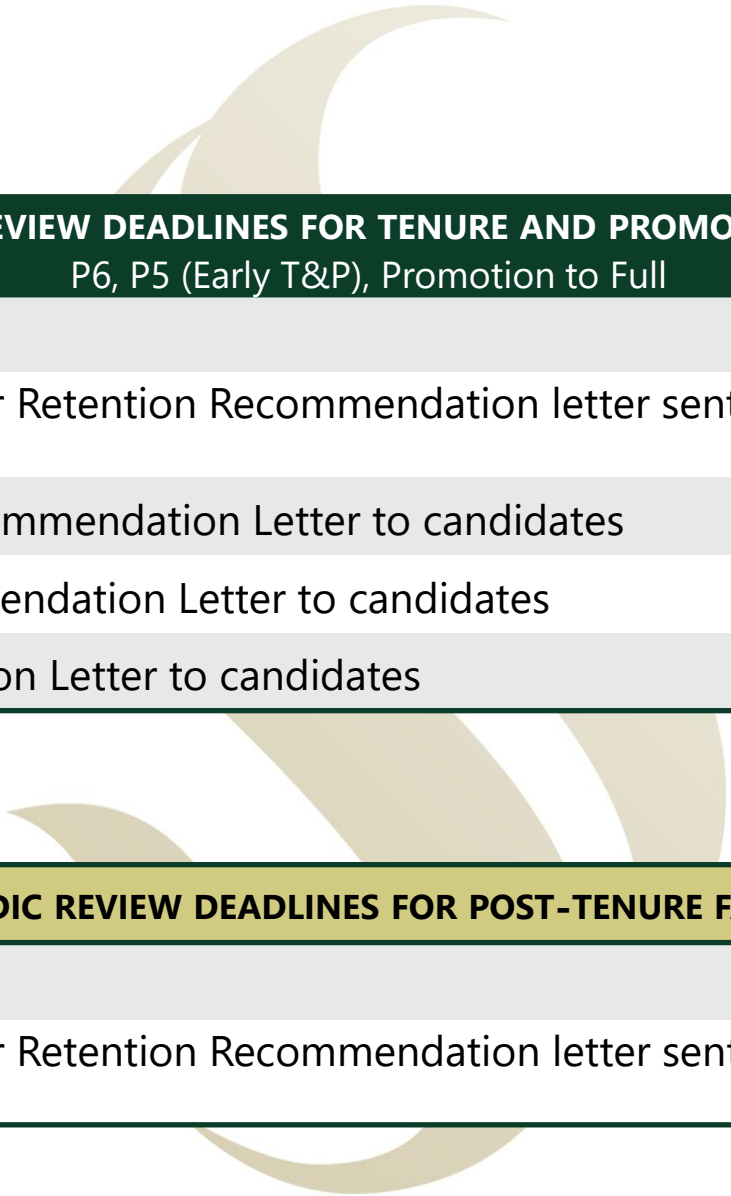
RETENTION REVIEW DEADLINES FOR P2, P3 (2+1) CANDIDATES	
WPAF Closure	TBD By Department
Primary/Department Chair Retention Recommendation letter sent to candidates	Tue, Oct 27
Secondary Retention Recommendation Letter sent to candidates	Fri, Dec 11
Dean's Retention Decision letter sent to candidates	Mon, Feb 15

RETENTION REVIEW DEADLINES FOR P3 AND P5 CANDIDATES

	P3	P5
WPAF Closure	TBD By Department	TBD By Department
Primary /Department Chair Retention Recommendation letter sent to candidates	Fri, Dec 11	Fri, Dec 11
Secondary Retention Recommendation Letter sent to candidates	Wed, Feb 17	Mon, Mar 8
Dean's Retention Decision Letter sent to candidates	Thu, Apr 22	Thu, Apr 22

RETENTION REVIEW DEADLINES FOR P4, P4 (2+2) CANDIDATES

	P4	P4 (2+2)
WPAF Closure	TBD By Department	TBD By Department
Primary/Department Chair Retention Recommendation letter sent to candidates	Fri, Oct 30	Fri, Oct 16
Secondary Retention recommendation letter sent to candidates	Fri, Dec 11	Fri, Nov 13
Dean's retention recommendation letter sent to candidates	Tue, Feb 23	Fri, Dec 11
Provost Retention Decision Letter sent to candidates	Thu, Apr 22	Mon, Feb 15



PERFORMANCE REVIEW DEADLINES FOR TENURE AND PROMOTION CANDIDATES

P6, P5 (Early T&P), Promotion to Full

WPAF Closure	TBD By Department
Primary/Department Chair Retention Recommendation letter sent to candidates	Fri, Dec 11
Secondary Retention Recommendation Letter to candidates	Fri, Feb 12
Dean's Retention Recommendation Letter to candidates	Fri, Mar 19
Provost's Retention Decision Letter to candidates	Wed, May 26

PERIODIC REVIEW DEADLINES FOR POST-TENURE FACULTY

WPAF Closure	TBD By Department
Primary/Department Chair Retention Recommendation letter sent to candidates	Fri, Apr 9

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

WORKFLOW

**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 10 calendar
days to submit
response/rebuttal to Dean's
office, if needed**

**Responses/Rebuttals should be addressed
to Dean Gladys M. Francis, but emailed to
AD Schmidtlein with a CC TBD**

**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)



Digital Working Personnel Action File (WPAF)



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, Secondary Committee, Dean, and Provost as appropriate at each level of review.



Digital WPAF

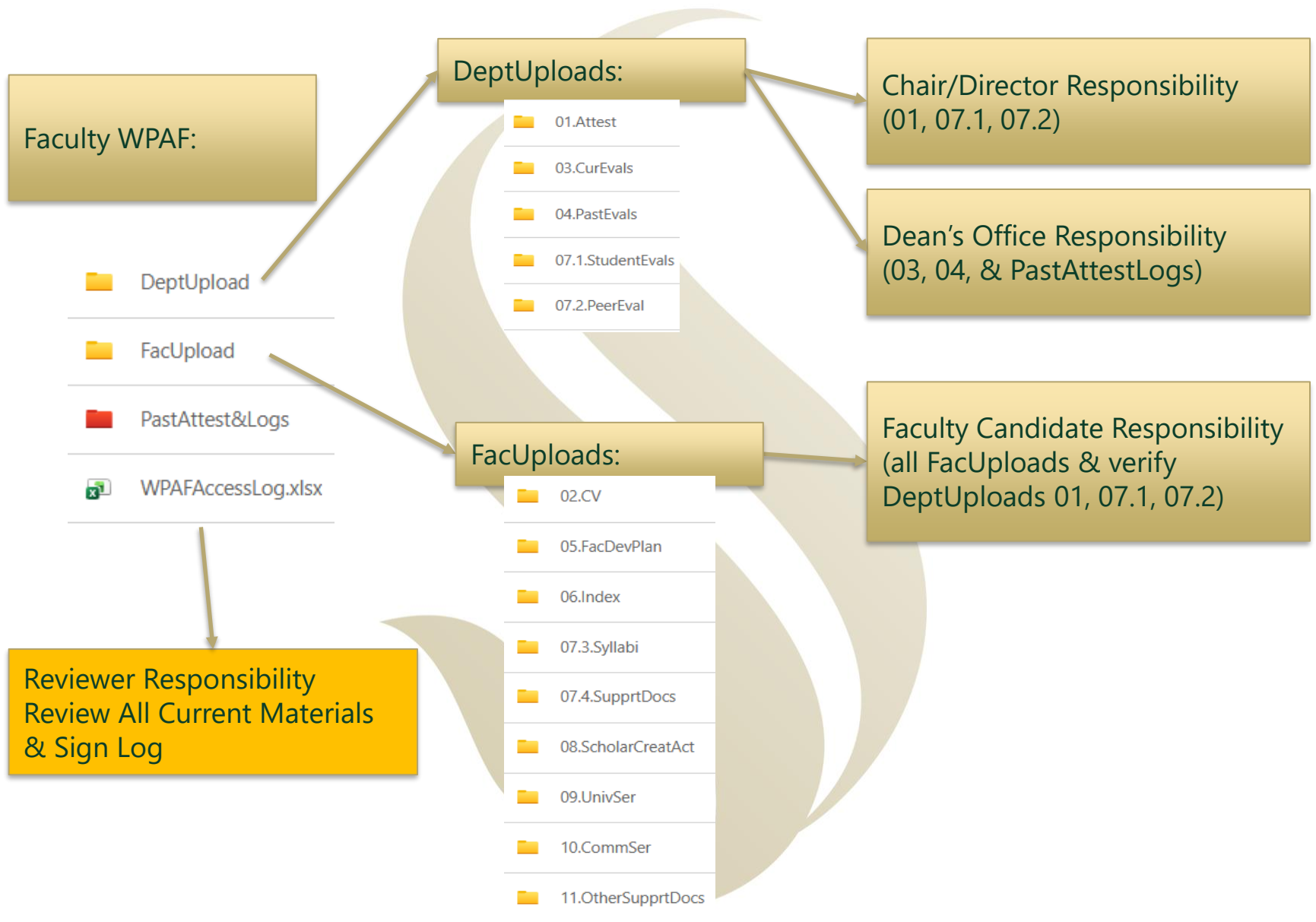
- Faculty candidates receive an access link via email from the Chair/Director to their WPAF.
- **Make sure the link and folders are accessible ASAP**
- Faculty candidates are responsible for assembling specific sections of WPAF and attesting to completeness at the time of closing.



Responsibilities



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College Responsibilities

- **College:**
 - **Current ARTP Evaluations** – *Current cycle's evaluations and rebuttals, if submitted; will be empty when access granted*
 - **Past Evaluations** – *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 section taught*
 - **Teaching Effectiveness—Peer Evaluations**—*Class/teaching class observations per department ARTP policy*
 - **PAF Access Log** – *Completed by reviewers*

Candidate Responsibilities

- 02. Curriculum Vitae
- 05. Faculty Development Plan
- 06. Index
- 07.3 Teaching Effectiveness – Syllabi
- 07.4 Teaching Effectiveness – Supporting Docs
- 08. Scholarship and Creative Activities Supporting Documents
- 09. University Service Supporting Documents
- 10. Community Service Supporting Documents
- 11. Any Other Supporting Documents - *Additional requirements by the department*

02.CV
05.FacDevPlan
06.Index
07.3.Syllabi
07.4.SupprtDocs
08.ScholarCreatAct
09.UnivSer
10.CommSer
11.OtherSupprtDocs



Putting together your WPAF



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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
- Remember that most reviewers will be outside of your discipline
- ***Please put your name and department on everything***



Curriculum Vitae

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



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



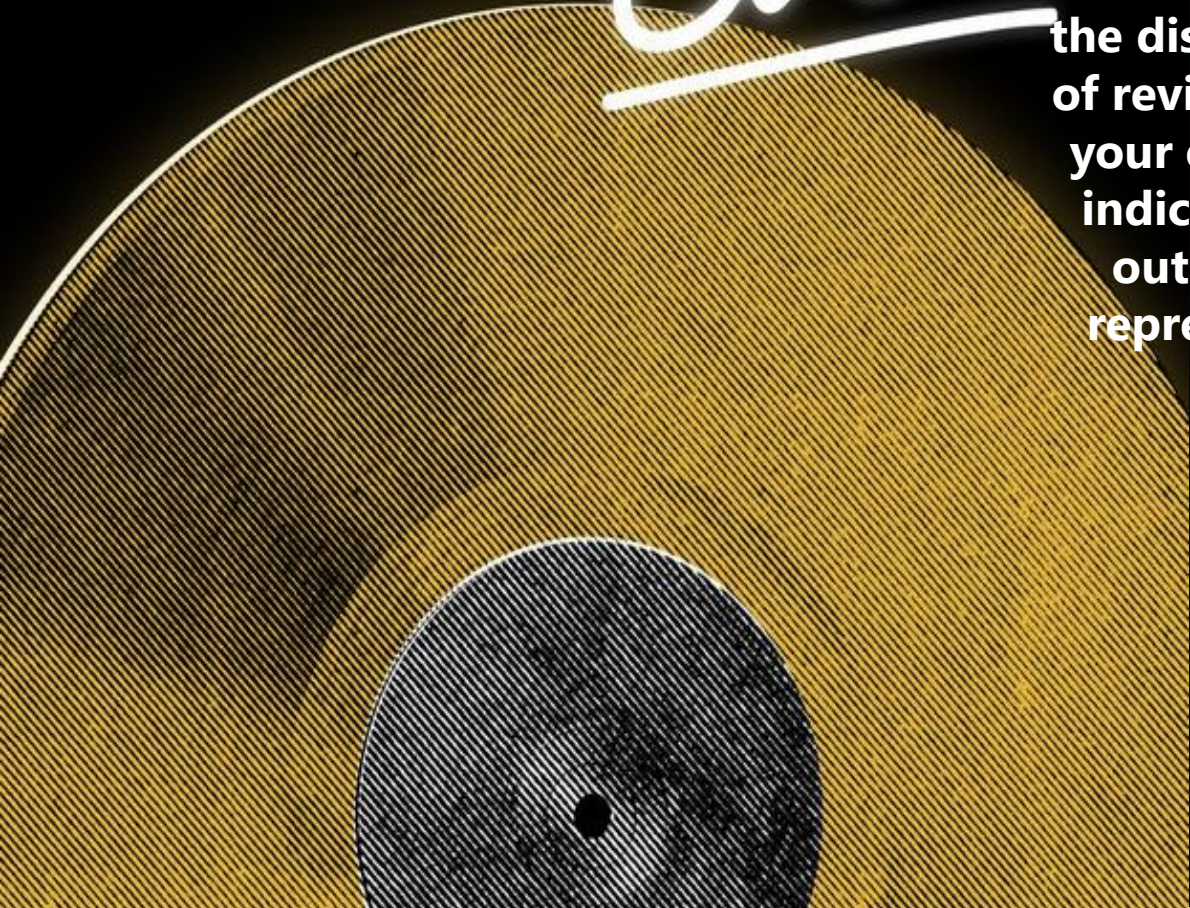
The Indices

- 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



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

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>



Early Tenure / Promotion

UARTP 5.6 Early Tenure

...early tenure is recognition of qualifications and performance substantially beyond that required for the granting of tenure after the normal six (6) year probationary period....Early tenure is granted for attaining a professional standard that includes activities which bring widespread recognition to the individual and the university from the academic community and/or the general public.

UARTP 5.6 Early Tenure/ UARTP 5.7 Early Promotion

...shall [contain evidence of recognized/demonstrate] outstanding performance in teaching, which shall be given primary weight, and of appropriate academic preparation. [It shall also contain evidence of recognized/In addition,] outstanding performance [shall be demonstrated] in at least two (2) of the remaining three (3) university criteria for retention, tenure, and promotion: scholarly or creative achievement, contribution to the institution, and contribution to the community.



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.**



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)



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



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

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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



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Index Sample

Scholarly & Creative Activity

INDEX

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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



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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

Keep it short, concise, no breaks.



THEA_WilsonRamey,M_SCAIndex5.pdf



"Closing" the File



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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

Rebuttal

- Rebuttal is not required
- Rebuttals are for the faculty to comment on a recommendation (not the final decision) to clarify, not to add new material

UARTP 4.3.F

Insertion of material after the date of this declaration, other than faculty and administrative evaluations generated during the evaluation cycle and responses or rebuttals by the faculty unit employee being evaluated, must have the approval of a peer review committee designated by the campus and shall be limited to items that became accessible after this declaration.



Words of Wisdom



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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**



Follow-Up Questions, etc.

- Department Chair/Director
- Matt Schmidlein, Interim Associate Dean schmidmc@csus.edu

Resources



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PROBATIONARY FACULTY RANKS

Rank	Semester Started	Definition
P-1 P-2* P-3*	<i>Fall 2025</i> (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*	<i>Fall 2024</i> (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	<i>Fall 2023</i> (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	<i>Fall 2022</i> (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*	<i>Fall 2024</i> (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	<i>Fall 2021</i> (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	<i>Fall 2021</i> (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	<i>Fall 2020</i> (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.

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://sacramentostate.policystat.com/policy/21291022/latest>
- The College of Arts and Letters ARTP Policy <https://www.csus.edu/college/arts-letters/internal/artp-process.html>



RTP Policies Structure

