College of Health and Human Services Temporary Faculty Review Workshop for Administrative Staff
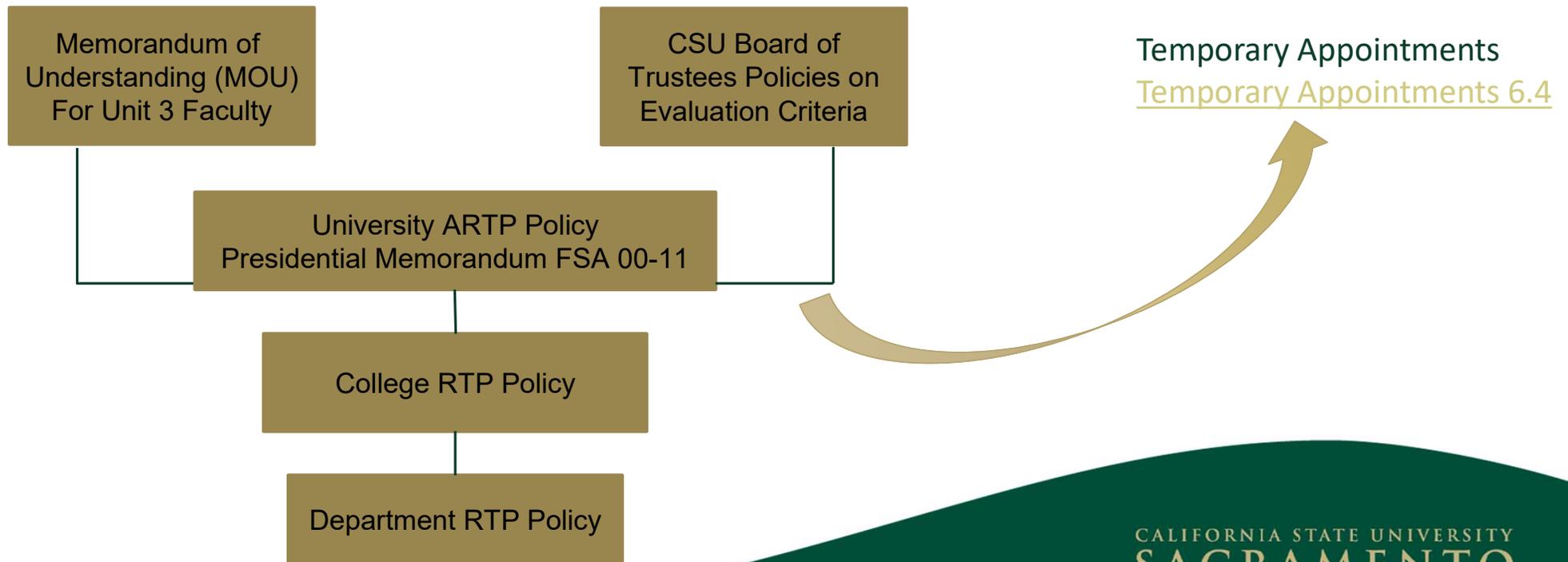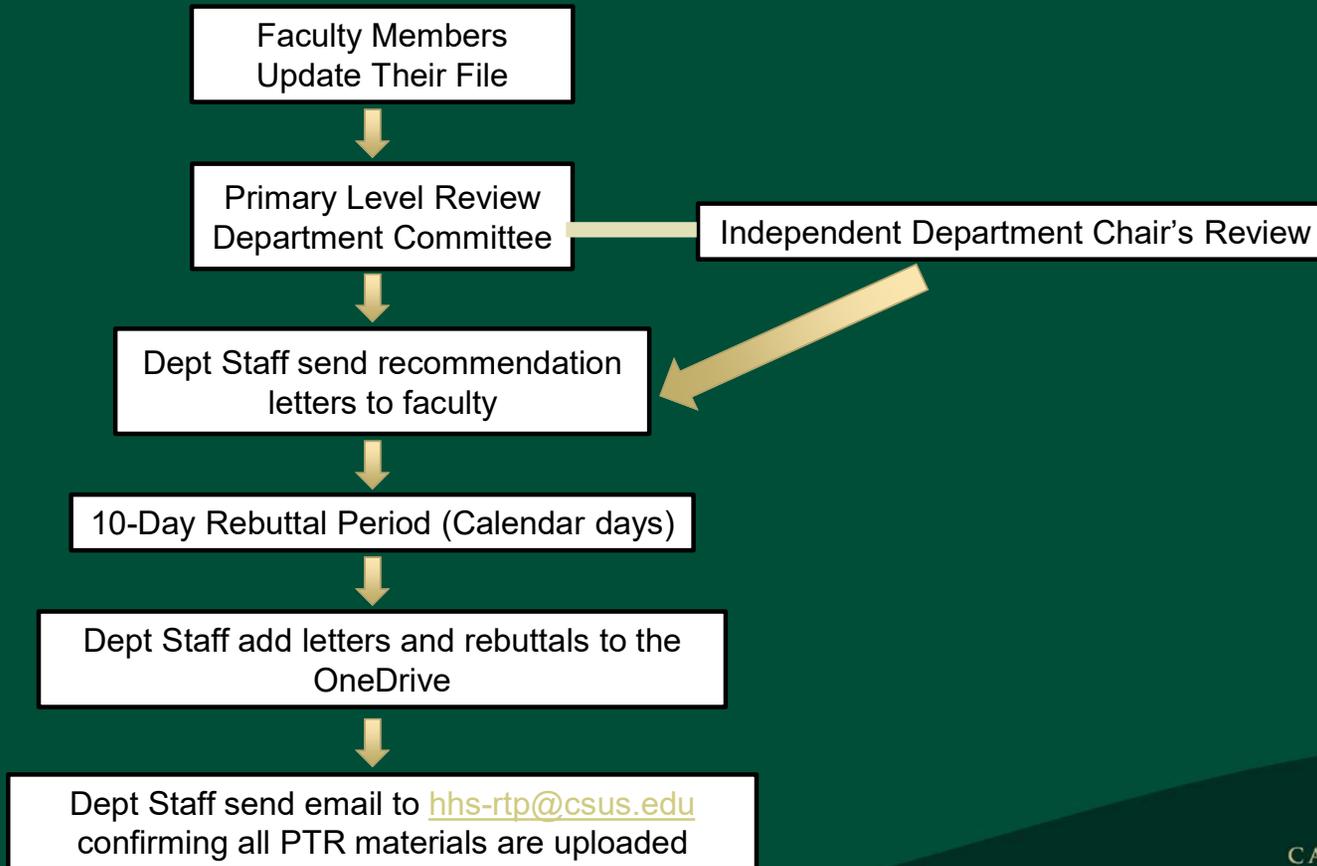
Academic Year 2025-2026

SACRAMENTO STATE

Retention, Tenure, and Promotion (ARTP) Policies

The RTP process is based on policies that start from the faculty CBA and the CSU Board, with further additions from the university, college, and departments.

Memorandum of Understanding (MOU) For Unit 3 Faculty

CSU Board of Trustees Policies on Evaluation Criteria

Temporary Appointments
Temporary Appointments 6.4

University ARTP Policy
Presidential Memorandum FSA 00-11

College RTP Policy

Department RTP Policy

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Temp Faculty Review Flow

Faculty Members
Update Their File

Primary Level Review
Department Committee

Independent Department Chair's Review

Dept Staff send recommendation
letters to faculty

10-Day Rebuttal Period (Calendar days)

Dept Staff add letters and rebuttals to the
OneDrive

Dept Staff send email to hhs-rtp@csus.edu
confirming all PTR materials are uploaded

Overview

- Temporary Faculty are reviewed on a regular cycle, either annually or every three years, depending on their appointment status.

- Range Elevations for qualifying faculty are part of the review process.

- Reviews take place in the Spring semester of each Academic Year.

- The college is responsible for the storage of Personnel Action Files (PAF).

- Each department is responsible for managing the review process, including:

  - Confirming the list of eligible faculty for review with Department Chairs and the Dean's Office

  - Communication with faculty, Department Committees and Chairs, and the Dean's Office.

  - Managing each faculty member's Working Personnel Action File (WPAF), including granting and removing OneDrive access.

- Department Admin staff should review the following policies on Annual Reviews for Temporary Appointments

  - [University Appointment, Retention, Tenure, and Promotion Policy (ARTP) (Sections 5.3, 5.4, 6.4, 9.3, 9.4)](#)

  - [College & Department Policies](#) (Posted on Inside HHS RTP website)

Who Should Be Reviewed

Annual Reviews

- Any new temp faculty in their first semester of service: Optional, depending on your department policy.

- Part-time and full-time temp faculty appointed for two or more semesters: Required by UARTP.

Three-Year Appointment Reviews

- Temp faculty in their sixth year of service who are now eligible for a three-year appointment

- Temp faculty in their third year of a current three-year appointment

* Temp faculty hired on 12-month contracts are included in this review cycle regardless of their appointment date

* Refer to the UARTP Policy Section 9.4 Periodic Evaluation of Temporary Faculty Unit Employees

Range Elevations

What is a Range Elevation

- Range elevations are salary increases that temp faculty who meet specific eligibility criteria may qualify for.

- The application/request and evaluation process is incorporated within the temp faculty view process each academic year.

- Each department may determine its own evaluation procedure. Check your department RTP policy.

  - If your department policy does not address range elevations, follow UARTP 5.3.C

- Temp faculty must request/apply for and be evaluated for a Range Elevation.

- They need to include a request for a Range Elevation in a letter to the department Primary Committee or Chair. The letter is placed in their WPAF.

- At the start of the temp faculty review process, the Dean's Office receives a list of eligible faculty from OFA, which will be forwarded to the Department staff.

- Department staff must communicate to all temp faculty the list of who is eligible <u>and</u> need to inform the Dean's Office if any eligible faculty were missed.

- The Primary Committee and Department Chair must state support for the range elevation in their reviews.

- The Dean makes the final decision on awarding a Range Elevation and will notify candidates in writing.

Who is eligible?

- Temp faculty who have reached the Salary Step Increase (SSI) maximum and have been in the current range for five years.

- Eligibility is defined in UARTP 5.3.C

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Example of Range Elevation Request Language

- Keep the request language simple.

Faculty Letter

- "With this letter, I submit my file for review. I am requesting a renewal of my contract and a range elevation.

Committee and Chair Letters

- "Faculty X has been evaluated as satisfactory and is approved for range elevation."

Administrative Staff Responsibilities

Department Level Staff
- Are the primary point of contact for their department.
- Verifies eligibility lists provided by the Dean's Office (from OFA).
- Adds student course evaluations, if available, to the WPAF folders.
- Grant and remove access to the OneDrive folders to faculty being reviewed, Department Chairs, and Primary Committee members.
- Email deadline reminders, primary review letters, and updates during the review process.
- Provide support to the Primary Committee and Department Chair as needed.

Dean's Office Staff
- Identify faculty up for review with assistance from Dept. Admin Staff.
- Grant OneDrive access to the Dean for the review process.
- Sends the Dean's recommendation to faculty (copies Dept. Chair & Primary Committee Chair).
- Copy final recommendation letters and rebuttals to the PAF folders.
- Send an email to faculty confirming the addition of the letters to their files.
- Provide support to department staff as needed.

Reviewer Roles

PRIMARY COMMITTEE

- Members can be tenured or tenure-track faculty of any level
- Conducts an independent evaluation of each faculty member up for review
- Evaluates for Range Elevation if temp faculty members request it and are eligible
- Ensures policies and procedures are followed

DEPT CHAIRS

- Provides guidance and feedback on file contents
- Depending on dept. policy, may write an independent review or be a member of the Primary Committee
- Evaluates for Range Elevation if temp faculty members request it and are eligible
- Will have view access to WPAF files until the closure date

DEAN

- Receives 3-year appointment reviews from departments
- Conducts independent evaluation
- Ensures policies and procedures are followed
- Makes final recommendation for 3-year contracts and range elevations

Materials That May Be Included

- Student evaluations completed since the last evaluation
- Optional Materials
  - Teaching materials
  - Curriculum development
  - Participation in professional meetings
  - Professional lectures, seminars, workshops
  - Consultation work
  - Publications

* Check your department policies for content requirements*

Student Course Evaluations

- Student course evaluations for each faculty member for each semester should be combined into one PDF file, in the following order:
  - Instructor Profile
  - Course evaluations by course name, number, then section

- File names should follow the naming convention established by the Dean's Office:
  - [Semester abbreviation][2 digit year]_[Last Name]
  - S: Spring / F: Fall / Su: Summer
  - E.g. F25_Jones, S24_Jones, Su24_Jones

OneDrive Information

- Working Personnel Action Files (WPAF) are stored in Department folders on the **HHS OneDrive -** each faculty member has a folder.

- **Department Admin Staff manages the access** for faculty, Dept. Chair, and Primary Committees. Leave college staff access in place.

- You can log in directly at: https://onedrive.live.com/login

- Let the Dean's Office know if you are missing folders for former RPTA temp faculty now in your department. We will move them into your folders.

- Email Carl or Andrew if you are having technical issues.

OneDrive Information

- Faculty members up for review receive edit access to their folder during the file updating period.

- Primary committee members and department chairs receive:
    - Read-only access to the faculty file folders.
    - Edit access to the access log.
    - Edit access to the committee review folder, if applicable.

TEMP FACULTY ANNUAL REVIEWS & 3-YEAR CONTRACTS (3Y) 2025-2026

Responsible For	Action	Annual Reviews	New 3Y Contracts 3 of 3Y Reviews
College	Workshop for Dept Admin Staff	Thu, 2/5/2026	Thu, 2/5/2026
Admin Staff & Chair	**Faculty Eligibility Verification** **Dept Chair & Admin Staff** 1) Verify list of temp faculty for annual review (Dept Only) **Admin Staff & Dept Chair** 1) Review & update dept. eligibility spreadsheet for faculty ending their 6th year & eligible for 3-year contracts 2) Review & update dept. eligibility spreadsheet for faculty eligible for 3-year contract renewal (Year 3 of 3)	Fri, 2/6/2026	Fri, 2/6/2026
College	Confirm data is correct for new 3-year contracts and renewals		Fri, 2/13/2026
College	Notify OFA of faculty elibible for initial 3-year contacts		Mon, 2/16/2026
Dept Admin Staff	Provide OneDrive access to WPAF files if applicable per dept policy	Tue, 1/20/2026	Mon, 2/16/2026
OFA	List of eligible temporary faculty for an initial 3-year Appointment posted to departments and on OFA website		Mon, 3/2/2026
Dept Admin Staff	Email faculty 5-day notice to add materials before closure date if applicable.	Mon, 3/9/2026	Mon, 3/9/2026
Faculty	Deadline for faculty not on list to notify the department of their eligibility. Depts & College resolve case by case.		Tue, 3/31/2026
Dept Admin Staff	**WPAF Closure Date** 1) Remove OneDrive access from the faculty	Mon, 4/6/2026	Mon, 4/6/2026
Dept. Faculty Committee & Dept Chair	Reviews Begin	Wed, 4/8/2026	Wed, 4/8/2026
Dept. Faculty Committee & Dept Chair Dept Admin Staff	Recommendations Due to Dept Admin Staff Remove OneDrive access from Dept Committee & Chair	Mon, 5/4/2026	Wed, 4/22/2026
Dept Admin Staff	Email recommendation letters to faculty with the rebuttal deadline.	Wed, 5/6/2026	Fri, 4/24/2026
Faculty	Deadline to submit Dept and/or Chair Recommendation Rebuttal (Faculty may submit a response in writing and/or request a meeting be held to discuss the recommendation within ten (10) days following receipt of the recommendation).	Fri, 5/15/2026	Mon, 5/4/2026
Dept Admin Staff	Email college to confirm all materials are complete and in the OneDrive	Mon, 5/18/2026	Tue, 5/5/2026
Dean	Deans Begins Review		Thu, 5/7/2026
Dean	Recommendations Due to College Admin Staff		Mon, 5/18/2026
College	Deans Decision due to Faculty		Tue, 5/19/2026
Faculty	Deadline to submit Dean's Recommendation Rebuttal (Faculty may submit a response in writing and/or request a meeting be held to discuss the recommendation within ten (10) days following receipt of the recommendation).		Thu, 5/28/2026
College	Final letter is place in department file by college		Fri, 5/29/2026
College	College send list of new 3-year faculty to OFA		Mon, 6/1/2026

College Email: hhs-rtp@csus.edu
Dates set by OFA

Rev. 11/20/2025

Contact

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