



College of Health and Human Services RTP Committee Workshop

Academic Year 2025-2026

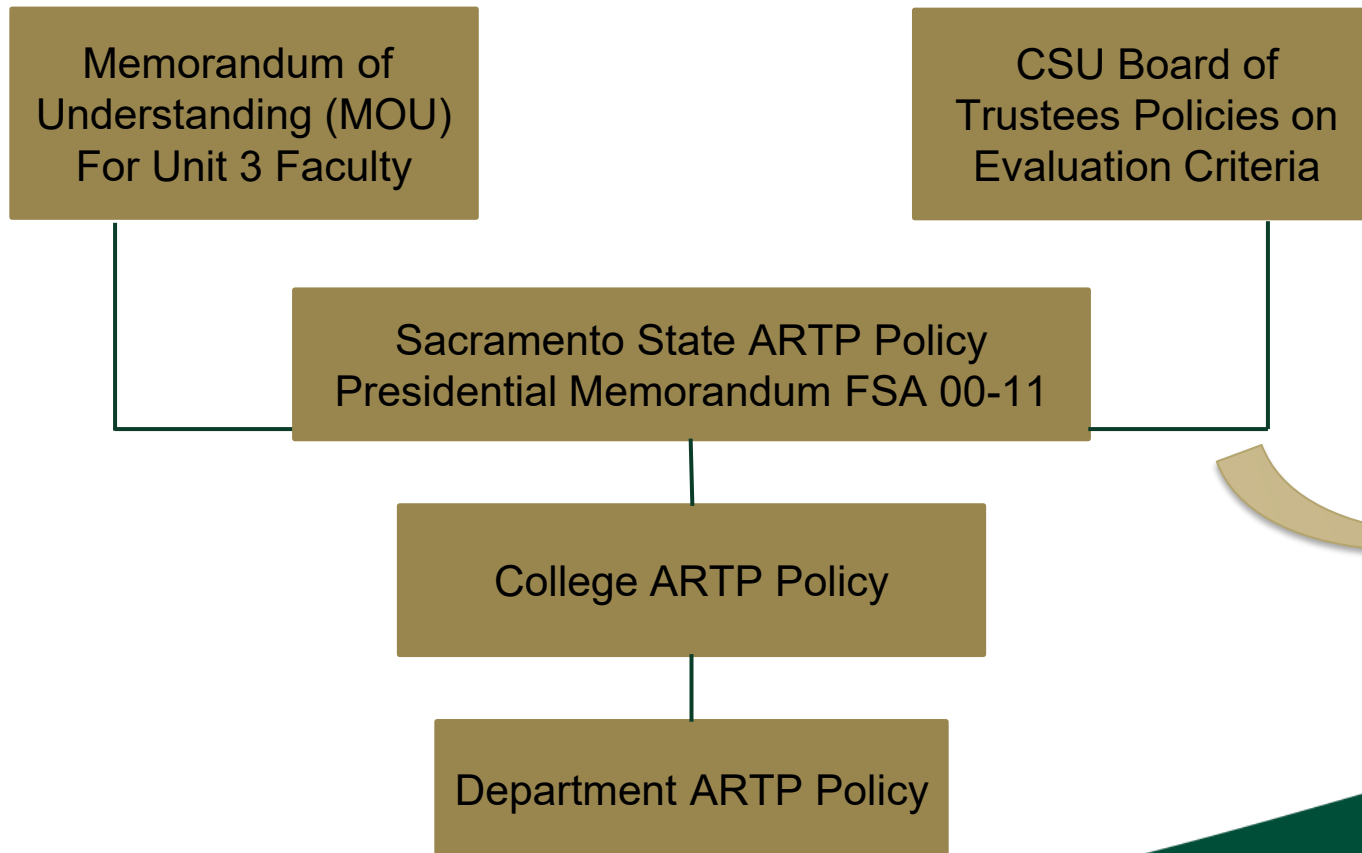
Welcome to the 2025 - 2026 Academic Year!

**Please review the slide deck before the RTP
committee workshop.**

Come prepared with questions.

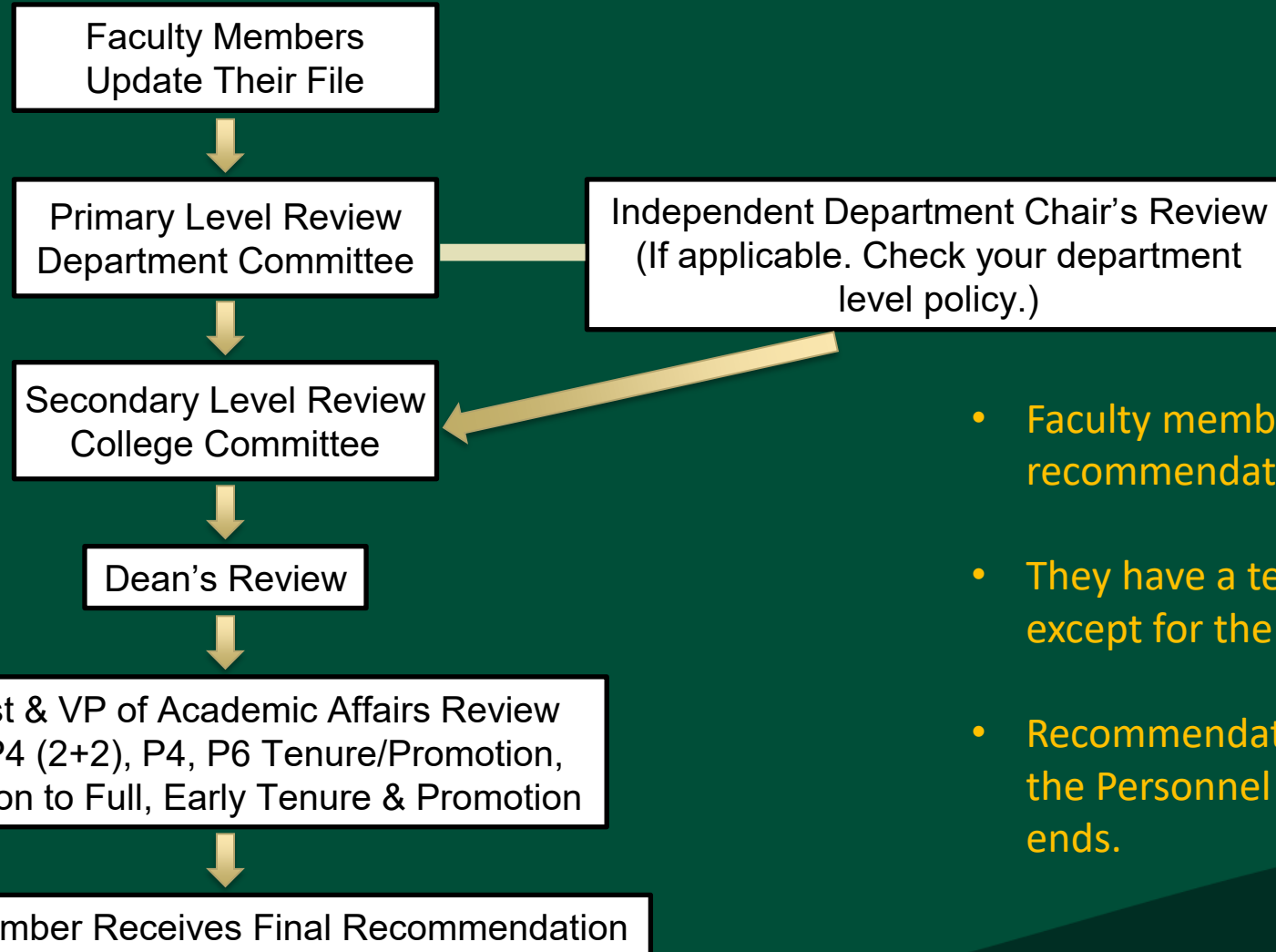
Retention, Tenure and Promotion (ARTP) Policies

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.



Links to these policies are on the [HHS RTP Process website](#).

Retention, Tenure, & Promotion Flow



- Faculty member receives a copy of the recommendation at each level.
- They have a ten-day rebuttal period after each review except for the final review level.
- Recommendations from each level will be placed in the Personnel Action Files (PAF) after the review cycle ends.

Probationary Faculty Review Levels

P-1: First year with no credit towards tenure

P-2*: First year with 1 year of service credit towards tenure

P-3*: First year with 2 years of service credit towards tenure

P-2: Second year, no service credit

P-3: Third year, no service credit or second year hired with one year toward tenure

P-4 & P4 (2+2): Fourth year or second year with 2 years of service credit. Final decisions for retention rest with the Provost.

P-5: Fifth year

P-6: Sixth year. Faculty in this classification must be reviewed for tenure and/or promotion.

OneDrive Information

- Working Personnel Action Files (WPAF) are stored on the **HHS OneDrive** – each faculty member has a folder
- Faculty folders will be moved into committee-specific folders
- **Dean's Office manages access** for all levels of review, adding/removing access per the RTP calendar
- Access link will be provided via email based on calendar deadlines. You can log in directly at: <https://onedrive.live.com/login>
- A committee OneDrive user guide is available on the [**HHS RTP Process website**](#)

WPAF File Structure: Revised for 2025-2026

- File Instructions (added by Dean's Office)
- Current RTP Evals (added by Dean's Office)
- CV (**added by faculty**)
- Index (**added by faculty**)
- Letter of Transmittal (**added by faculty**)
- Previous RTP Evals (added by Dean's Office)
- Student Course Evals (added by Dean's Office)
- Supporting Docs (**added by faculty**)
 - 1. TE (Teaching Effectiveness)
 - 2. SCA (Scholarship & Creative Activities)
 - 3. US (University Service: Service to Campus, College & Department)
 - 4. CS (Community Service: Service to Community)
- Verification of File (added by Dean's Office)
- Access Log (signed by reviewers)

File Naming Guidelines Revised for 2025-2026

File Naming Convention: The new standardized HHS format ensures consistency and prevents technical issues caused by long file names. Supporting document categories are abbreviated. Please follow the guide carefully.

[Last Name]_[Section Abbreviation]_[Document Number]_[Short Description].pdf

- Last Name: Your last name (e.g., Smith)
- Section Abbreviation
 - CV: Curriculum Vitae
 - LOT: Letter of Transmittal
 - TE: Teaching Effectiveness
 - SCA: Scholarship and Creative Awards
 - US: University Service (Campus, College and Dept)
 - CS: Community Service
- Document Number: Two-digits. Start with 01 within each section and continue sequentially (e.g. 01, 02, 03)
- Short Description: Brief content label, one to two words, optional
E.g. Syllabi, Course Number (CRJ5), Article, Award, Publication

Examples

- Smith_CV_25-26.pdf
- Smith_Index_25-26.pdf
- Smith_LOT_24-25.pdf
- Smith_TE_01_KINS110.pdf
- Smith_TE_02_GuestSpeaker.pdf
- Smith_SCA_01_Article.pdf
- Smith_SCA_02_Award.pdf
- Smith_UC_01_Committees.pdf
- Smith_CS_01_Flyer.pdf

Reviewer Roles

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
- Will have view access to WPAF files until closure date

PRIMARY COMMITTEE

- Members are tenured Associates or Full Professors
- Conducts independent evaluation
- Ensures policies and procedures are followed
- Makes recommendations to the Secondary Committee

SECONDARY COMMITTEE

- Members are tenured Associates or Full Professors from across the College
- Receives the Primary evaluation and Chair if applicable
- Conducts independent evaluation
- Ensures policies and procedures are followed
- Makes recommendations to the Dean

DEAN

- Receives evaluation from all previous levels
- Conducts independent evaluation
- Ensures policies and procedures are followed
- Makes recommendations to the Provost if applicable

PROVOST

- Receives evaluation from all previous levels for P4, P4(2+2), P6, Promotion to Full, and Early Tenure/Promotion
- Conducts independent evaluation
- Makes final recommendations

Primary Committee

Faculty Reviewed for Retention

- All retention files (P2-P5) may be reviewed by either Tenured Associate or Full Professors.
- WPAF File Closure is **Oct 3**.
- Primary Committee gains access by **Oct 7**.
- Recommendations are due to the Dean's Office between **Oct 21 – 28**, depending on the review type.
- Check the HHS RPT calendar for dates.

Faculty Reviewed for Tenure and/or Promotion - Including Early T&P

- Tenure & Promotion files (Early, P6, Full) must be reviewed by tenured faculty at a higher rank.
 - i.e., P6 faculty may be reviewed by Tenured Associates.
 - Associates requesting promotion to Full must be reviewed by Tenured Full professors.
- WPAF File Closure is **Oct 17**.
- Primary Committee gains access by **Oct 21**.
- Letters due to Dean's Office by **Nov 14**.

Primary Committee Process

- The Dean's Office will grant access to the primary committee folder on the access date per the calendar.
- Each department has its own internal process and recommendation format.
- Every committee member signs the recommendation letter.
- Final signed letters should be saved in the OneDrive as PDFs in the committee folder.
- The committee chair will fill out Appendix A via Adobe Sign for each faculty under review and route to each committee member and the department chair for signature.
 - Only use Sac State emails.
 - Appendix forms are located under Committee Resources on the HHS RTP Process Website.

Secondary Committee

Each committee selects one member to serve on the University Peer Review Committee.

- Email names to hhs-rtp@csus.edu by **Mon, Sep 29 by 3:00 PM**.

Secondary A

- All retention reviews (P2-P5).
- Members are Tenured Associate or Full Professors.
- Note: P4 w/2 years toward tenure has an accelerated timeline. Letters are due to the Dean's Office by **Nov 19**.
- Remaining letters are due **Nov 19 – Dec 3**, depending on the review type. Check the RTP calendar for dates.

Secondary B

- All Tenure & Promotion files (early, P6, Full).
- Members are Tenured Full Professors ONLY.
- Letters due to Dean's Office by **Jan 21, 2026**.

Secondary A & B Committee Meetings

- You need to schedule your first meeting. Alma and Alicia will attend it.
- Elect the committee chair.
- Schedule your review meetings. Send schedule to hhs-rtp@csus.edu.
- Alma & Alicia can send Outlook meeting invitations on behalf of the committee chair.

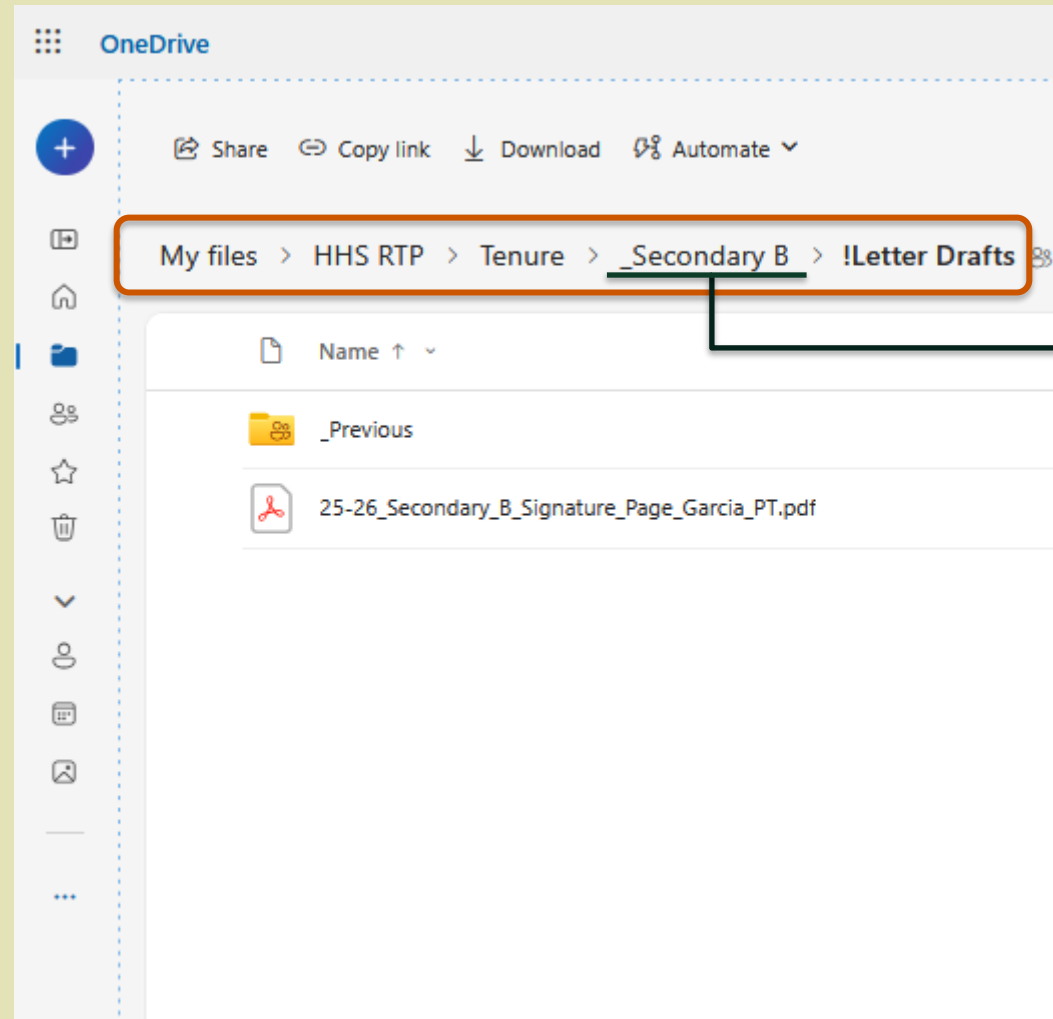
Secondary Committee Process

- The Dean's Office will grant access to the committee folder on the access date per the calendar.
- Final recommendation letters should be saved in the OneDrive as a PDF.
- The Dean's Office will create a recommendation signature page for each faculty under review. Each committee member opens it on OneDrive, signs, and saves it.
- The Dean's Office will combine the recommendation and signature pages for the final copy.
- The committee chair will fill out an Appendix C via Adobe Sign for each faculty under review and will route it to each committee member for signature.
 - Only use Sac State emails.
 - Appendix forms are located under Committee Resources on the HHS RTP Process Website

Secondary Committee Recommendation Signature Page

OneDrive Location

You can move them into subfolders as needed.



Or ... _Secondary A

Secondary Committee Recommendation Signature Page

Chair adds the date and signs first

3. Click Save!



1. Click here to sign.

SACRAMENTO STATE
California State University, Sacramento
College of Health & Human Services
6000 J Street • Solano Hall 5002 • MS 6104 • Sacramento, CA 95819
T (916) 278-7255 • F (916) 278-4240 • www.csus.edu/hhs

To: Dr. Mary Maguire, Dean
College of Health and Human Services

From: Krishna Guadalupe, Chair
Secondary RTP Committee B
College of Health and Human Services

Date: September 19, 2025

Subject: Promotion to Full Recommendation
Dr. William Garcia

Copy to: Dr. William Garcia
Dr. Rafael Escamilla, Primary Chair
Dr. Katrin Mattern-Bater, Proxy Dept. Chair

Committee Members

Krishna Guadalupe

Michelle Dang

Darla Hagge

Rolando Lazaro

Susan Perez

David Rolloff

Ernest Uwazie

2. Place signature in your space

SACRAMENTO STATE
California State University, Sacramento
College of Health & Human Services
6000 J Street • Solano Hall 5002 • MS 6104 • Sacramento, CA 95819
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Committee Members

Krishna Guadalupe

Alicia Taylor (Test)

Michelle Dang

Darla Hagge

Rolando Lazaro

Susan Perez

David Rolloff

Ernest Uwazie

Save

Appendix A & C

These forms document the committees' recommendations and votes. They are routed through Adobe Sign for signatures.

- Appendix A: Primary Committee
- Appendix C: Secondary Committee

Appendix A & C: Adobe Routing Page

HHS-RTP_Appendix-A

How this workflow works?
Enter instruction for sender...

[Switch to new experience](#)

Recipients

Committee Chair*

Committee Member 2*

Committee Member 3*

Committee Member 4

Committee Member 5

Division-Department Chair*

CC | [Hide](#)

CC

Document Name *

Message *

Files

HHS-RTP_Appendix-A

- Found on the HHS RTP Website under Committee Resources
- Filled out by the Committee Chairs
- Add the Sac State email address for each committee member
- Leave hhs-rtp in the CC
- Add the faculty member's last name to the end of the document name

HHS-RTP_Appendix-C

How this workflow works?
Enter instruction for sender...

[Switch to new experience](#)

Recipients

Committee Chair*

Committee Member 2*

Committee Member 3*

Committee Member 4*

Committee Member 5*

Committee Member 6 (Optional if needed)

Committee Member 7 (Optional if needed)

Committee Member 8 (Optional if needed)

RTP Manager*

CC | [Hide](#)

CC

Document Name *

Message *

Files

HHS-RTP_Appendix-C

Appendix A & C: Transmittal Sheet

COLLEGE OF HEALTH AND HUMAN SERVICES
APPENDIX A
Primary ARTP Committee
Transmittal Sheet

____ 2025/26 ____ Academic Year

Candidate's Name:*

Department/Division/School:*

Action(s) Considered:

☐	Retention	☐	Early Promotion
☐	Promotion	☐	Early Tenure
☐	Tenure		

Primary Committee Recommendation(s):

Yes/No		Vote	Yes/No		Vote
☐	Retention	☐	☐	Early Promotion	☐
☐	Promotion	☐	☐	Early Tenure	☐
☐	Tenure	☐			

Signature of Primary Committee Members:

_____	_____
_____	_____
_____	_____
_____	_____

Date

Signature

Recommendation of the Division/Department Chair:

If the Division/Department Chair does not function as a member of the Primary Committee, but rather conducts his/her own independent evaluation and submits a recommendation independent of the Primary Committee, then this section must be completed.

Recommendation: _____

COMMITTEE CHAIR STEPS

**1. ACTIONS
CONSIDERED**
Put an X by
each one that
applies

2. RESULTS
Be sure to
add the
yes/no
decision
and
the voting
tally
(e.g. 4-0, 3-1)

3. Sign & send

COLLEGE OF HEALTH AND HUMAN SERVICES
APPENDIX C
Secondary ARTP Committee
Transmittal Sheet

____ 2025/26 ____ ACADEMIC YEAR

Candidate's Name:*

Department/Division/School:*

Action(s) Considered:

☐	Retention	☐	Early Promotion
☐	Promotion	☐	Early Tenure
☐	Tenure		

Secondary Committee Recommendation(s):

Yes/No		Vote	Yes/No		Vote
☐	Retention	☐	☐	Early Promotion	☐
☐	Promotion	☐	☐	Early Tenure	☐
☐	Tenure	☐			

Signature of Secondary Committee Members:

*Sep 16, 2025

*Click here to sign

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date

Signature

Committee Recommendations are due by 4:00 PM

Final letters with signatures and the Appendix forms must be complete by the due date.

Ten Day Rebuttal Period

- At each level of review, faculty members may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation.
- Rebuttal must be submitted no more than ten (10) calendar days following receipt of the recommendation.
- A copy of the rebuttals will be added to the WPAF, and a copy will be sent to the committee chairs of all previous levels of review and department chairs.

Dean's Comments

- **Evaluation of Content**
- **Early Tenure & Promotion**
- **Questions from committee members**

Contact

Dean Mary Maguire
maguirem@csus.edu

Associate Dean Robert Pieretti
sac19804@csus.edu

Alma Valdez & Alicia Taylor, Administrative Analyst/Specialist
hhs-rtp@csus.edu