



# College of Health and Human Services RTP Workshop

Academic Year 2025-2026

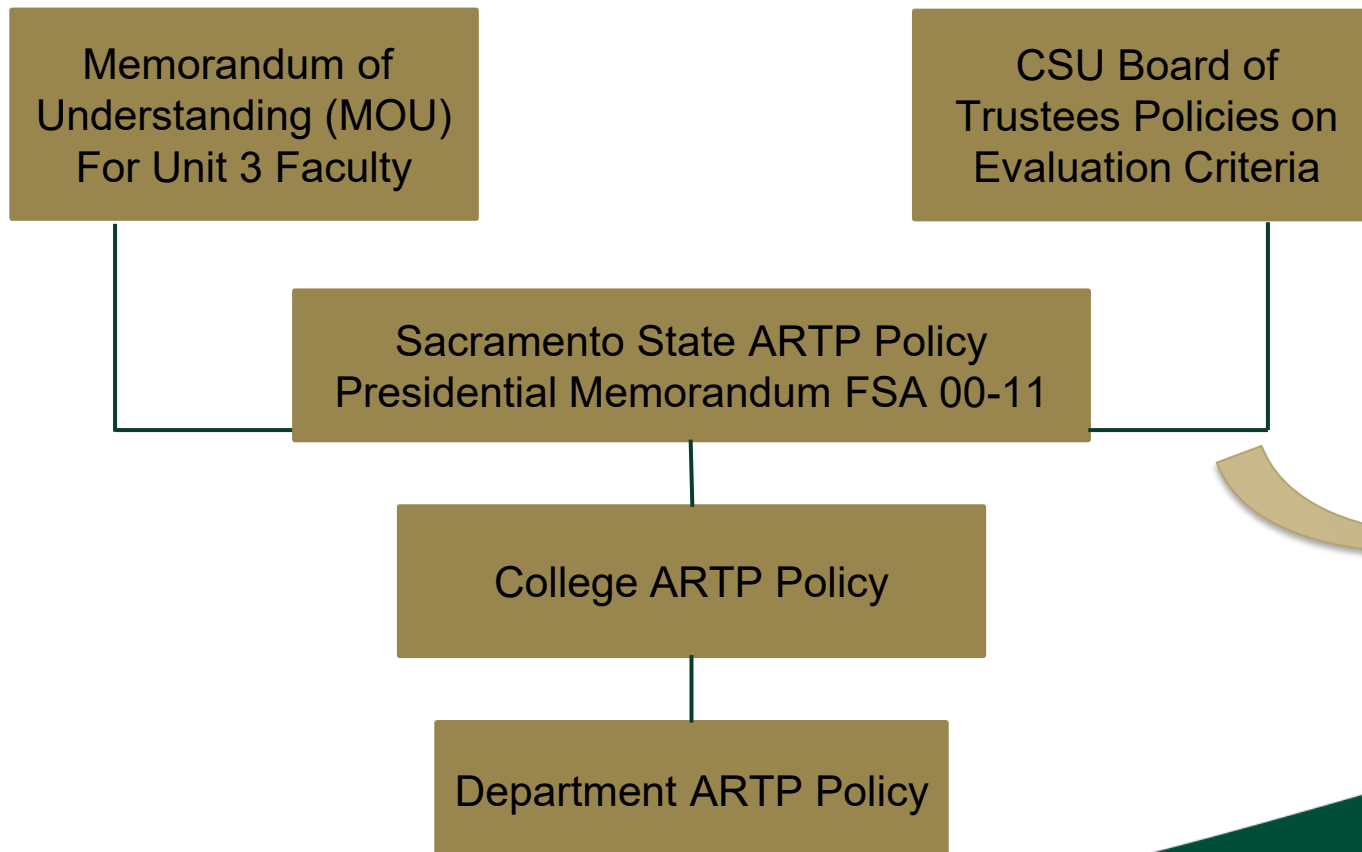
**Welcome to the 2025 - 2026 Academic Year!**

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

**Come prepared with questions.**

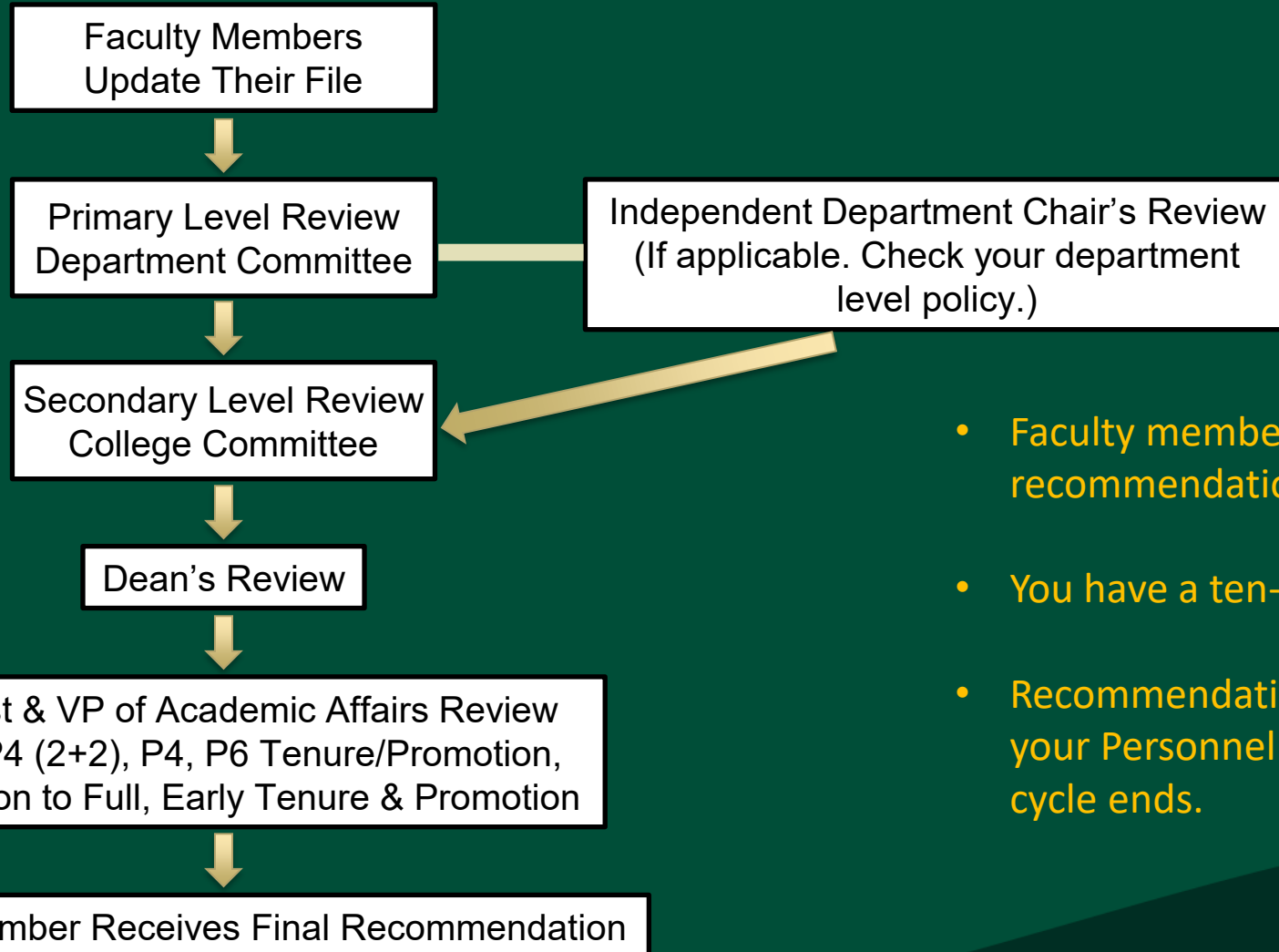
# Retention, Tenure and Promotion (ARTP) Policies

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.
- You have a ten-day rebuttal period after each review.
- Recommendations from each level will be placed in your 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.

# Tenure & Promotion Timelines

## Tenure & Promotion to Associate Professor

- Tenure review required in 6th probationary year (P6)
- Promotion to Associate in year six is assumed unless you opt out in writing

## Promotion to Full Professor

- Typically, eligible 5 years after tenure & promotion to Associate

## Post-Tenure Review

- Faculty reviewed every 5 years after tenure

# OneDrive Information

- Working Personnel Action Files (WPAF) are stored on the **HHS OneDrive** – each faculty member has a folder
- Access link provided annually in July via email, and you can log in at: <https://onedrive.live.com/login>
- **Dean's Office manages access** for all levels of review, adding/removing access per the RTP calendar
- Faculty have **edit/upload access** until the file closure date
- Department Chairs have **view-only access** until the file closure date
- Training guides available on the [\*\*HHS RTP Process website\*\*](#)

# OneDrive Screenshot

z\_Template\_Folder - OneDrive

https://mysacstate-my.sharepoint.com/my?id=%2Fpersonal%2Fhhs-rc-do\_salink\_csus\_edu%2FDocuments%2FHHS RTP%2FTenure%2Fz\_Template\_Folder

OneDrive

Search

Share Copy link Download Automate

My files > HHS RTP > Tenure > z\_Template\_Folder

Faculty Name

Name	Modified	Modified By	File size	Sharing	Activity
_File_Instructions	July 15	College of Health a	3 items	Shared	
Current_RTP_Evals	June 24	College of Health a	0 items	Shared	
CV	September 5, 2024	College of Health a	1 item	Shared	
Index	September 5, 2024	College of Health a	1 item	Shared	
Letter_of_Transmittal	June 24	College of Health a	1 item	Shared	
Previous_RTP_Evals	June 24	College of Health a	0 items	Shared	
Student_Course_Evals	June 26	College of Health a	1 item	Shared	
Supporting_Docs	June 24	College of Health a	4 items	Shared	
Verification_of_File	July 15	College of Health a	1 item	Shared	
Access_Log.xlsx	June 26	College of Health a	39.7 KB	Shared	



# 2025-2026 General File Information

## Personnel Action File (PAF)

- Permanent file stored by the Dean's Office. The dean is the permanent custodian.

## Working Personnel Action File (WPAF)

- File that faculty are given access to during review cycles.
- Developed by the faculty member and Dean's Office.

## Timeline of materials to include

- Retention: Material from 2024-2025. When in doubt, check with your department chair.
- Tenure and/or Promotion: Materials from your last review file closure to 2024-2025.

# WPAF File Structure

- 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

**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

# Verification of File Folder

These forms are routed through Adobe Sign for signatures.

- **Verification of WPAF Contents**
  - Confirms the file contents are complete and ready for review by committees
- **Appendix A & C: These forms document the committees' recommendations and votes**
  - Appendix A: Primary Committee
  - Appendix C: Secondary Committee

# 2025-26 RTP Timeline and Resources

The timeline is based on deadlines set up by the Office of Faculty Affairs.

Each probationary year has its own schedule.

Resources to assist during your review:

Calendar of deadlines, HHS Integrated RTP File Guide, Inside HHS RTP website, your department chair, the HHS RTP administrative staff, the dean.

Resources are located in:

- Email sent in July.
- File Instructions folder in your WPAF
- Inside HHS website accessible through [My Sac State > Internal Documents & Resources > Health & Human Services > Retention, Tenure, and Promotion \(RTP\) Process](#)

# WPAF Closure – 4:00 PM!

- Meet with your Chair for final feedback before file closure.
- NO ADDITIONAL ITEMS MAY BE ADDED AFTER CLOSURE.
- Dean's Office will send the Verification of File Contents form via Adobe Sign the week of file closure.
- Sign Verification of File Contents by 4:00 PM on the closure date.
- Dean's Office adds all reviews and rebuttals if submitted.

Probationary Year	File Closure Date
P1, P2*, P3*	Feb. 17, 2026
P2, P3(2+1)	Oct. 3, 2025
P3	Oct. 3, 2025
P4(2+2)	Oct. 3, 2025
P4	Oct. 3, 2025
P5	Oct. 3, 2025
P6 Tenure & Promotion Promotion to Full Early Tenure & Promotion	Oct. 17, 2025

# 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

# 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 all previous levels of review.



# Before You Upload

- Review HHS and department RTP policy and guidelines, calendar, and workshop materials.
- Prepare a current CV.
- Create an Index of Materials.
- Organize supporting documents into folders.
- Combine related items into a single PDF whenever possible.
- Name each file using the standard convention.
- Seek guidance from your chair on file preparation and contents.
- Write your Letter of Transmittal.
- On the OneDrive, move supporting document materials from the last cycle into the Previous folder within each section.



# Making Your Case: How to Showcase Your Accomplishments



# Letter of Transmittal

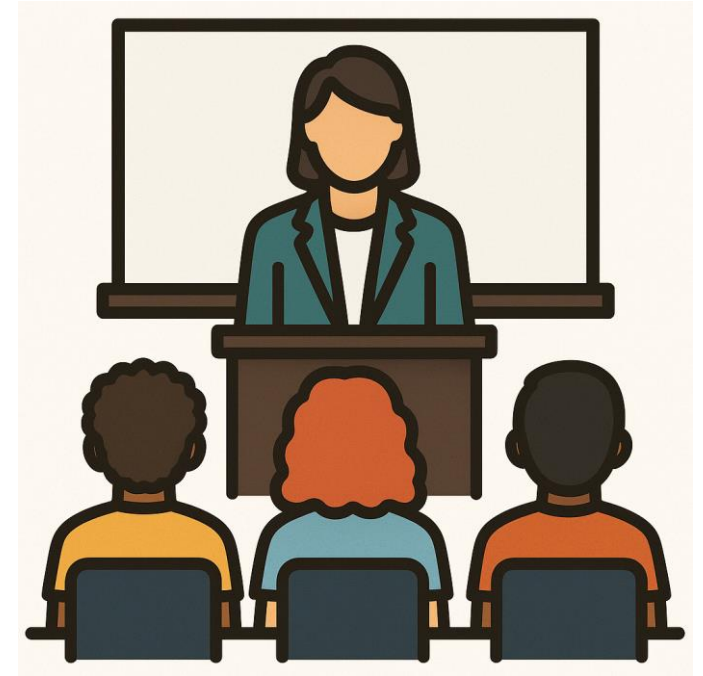
- State the action requested – retention, promotion, and/or tenure
- Summarize, highlight, and analyze activities documented in your file for each of the four evaluation categories
- Help guide and focus the reader
- Include preferred pronoun (not required)

# Supporting Documents

1. Teaching Effectiveness
2. Scholarly and Creative Achievements
3. Contributions to the University
4. Contributions to the Community

# 1. Teaching Effectiveness

- Course Syllabi
- Course Materials
  - Exams
  - Assignments
  - Rubrics
  - PowerPoint Presentations
  - Handouts
  - Peer Reviews
  - Classroom Activities
  - Simulation
  - Case Studies
  - Multiple modes of teaching & assessment
  - Service learning



## 2. Scholarly & Creative Achievements

- Publications
  - Peer reviewed manuscripts
  - Books
  - Book chapters
  - Edited volumes
- Presentations
  - Podium
  - Poster
- Grant Materials
  - Proposal
  - Budgets
  - Reports
  - Letter from grantor



### 3. Contributions to the University

- Department, College, and University level
- Committee work on all levels
- Curriculum/Program development
- Senate and/or Senate subcommittees
- Special initiatives
- Mentoring
- Recruitment
- Other service opportunities
  - University events (e.g. Commencement, Future Hornets Day)



## 4. Contributions to the Community

- Outreach
- Community projects
  - Program evaluation
  - Clean up projects
  - Policy consultation
  - City, County, and State needs
- Public education
- Non-profit Board of Directors
- Podcasts
- Guest lectures
- Volunteer work outside the university





# Quality/Quantity

- Demonstrated achievement in teaching, scholarship/creative activity, and service.
- Grounded in academic and disciplinary standards. Know your discipline and how it is evolving.
- Just enough to make your case, not an ounce more.
- *Anything* listed in the index can be requested for review.
- Therefore, *not* everything needs to be included, just the best of it.

# Index – General Info

- A record of activities and materials in the WPAF in outline format.
- Covers the time period being reviewed.
- Most recent items first.
- Use an asterisk to indicate which items are in the file.
- Items without an asterisk can be called for at any review level with 24-hour notice.

# Sample Index

## INDEX

- I. Index
- II. Letter of Transmittal
- III. CV
- IV. Teaching Effectiveness, Scholarly & Creative Work, and Service
  - A. Teaching Effectiveness
    - Input from Candidate
      - 1. Language Disorders Across The Lifespan (SPHP 125) syllabus and course schedule (Spring 2014)\*
      - 2. Language Disorders Across The Lifespan (SPHP 125) sample exams (Spring 2014)\*
    - Input from Professional Colleagues
      - 3. Classroom observation Fall 2016: Celeste Roseberry-McKibbin, PhD\*
      - 4. Letter from Darla Hagge, PhD. Fall 2016\*
    - Input from Students
      - 5. CHHS Outstanding Teaching Award (2014-15) and selected letters of support from students and former students\*
      - 6. Letters and notes acknowledging ACSL students participation in research development (September 2014: Spring 2016)\*
  - B. Scholarly and Creative Activities
    - Grants, Awards, & Research Projects
      - 1. California State University, Sacramento Faculty Promotional Development Funds award for travel to National (ASHA) Schools Convention in Long Beach, California, to co-present two posters in July 2013 (\$750)\*
    - Manuscripts, Publications, and Related Documentation
      - 2. California Speech-Language-Hearing Association (CSHA). *Position Paper: Roles and Responsibilities of Speech-Language Pathologists with respect to literacy in children and adolescents in California*. (Manuscript preparation. Peer review complete.)\*
      - 3. Roseberry McKibbin, C., Shimoda, N., & Pieretti, R. (September 23, 2013). Every child a reader: Using media to help increase literacy skills of at-risk low-SES children. *Advance Healthcare Network for Speech and Hearing*. Retrieved from <http://speech-language-pathology-audiology.advanceweb.com/Features/Articles/Every-Child-a-Reader.aspx> \*
      - 4. Pieretti, R.A., & Roseberry-McKibbin, C. (2016). Assessment and intervention for English language learners with primary language impairment: Research-based best practices. *Communication Disorders Quarterly*, 37(2), 117-128.\*
    - Papers/Presentations
      - 5. *Literacy Assessment: Current Trends for the LSHS in the Treatment of Children with Language-Based Literacy Problems*. (2012, November). Invited 3 part series (9 hours) workshop facilitated for the Sacramento City Unified School District. Evaluations included\*
      - 6. Pieretti, R. A., & Roseberry McKibbin, C. (2013, July). *Enhancing literate and oral language skills in young English language learner children*. Poster session presented at the American Speech-Language-Hearing Association Schools Conference, Long Beach, California.\*

## C. Contributions to the University

### Division/Department

- 1. Letters verifying ongoing work as Public School Internship Coordinator\*
- 2. Robert Pieretti, Department of Speech Pathology and Audiology: *Speech Pathology and Audiology: A Strong Community Asset, Serving the Campus and the Community*, and *Educating Students, Helping the Community* (September, 2014). Sacramento State Public Affairs. Series of 3 YouTube videos for Department marketing and development. Available at: \* <https://www.youtube.com/watch?v=HNY8xgaGEVY>; <https://www.youtube.com/watch?v=9vqN3CZ7Ruo>; <https://www.youtube.com/watch?v=jmNNEqpuZ9g>

### College of Health and Human Services

- 3. Letters verifying work as Commencement Marshal/Hooder\*
- 4. Presentation at Chancellor's Office in Long Beach with University Facilities Planning and Construction Services representatives. College of Health and Human Services Representative. (March 2016)\*

### University

- 5. Letter Verifying department appointment to the Faculty Senate (September 4, 2012)\*
- 6. Giving Tuesday mass email (November 2015)\*
- 7. Letter documenting support of Academic Talent Search (Summer 2015)\*

## D. Contributions to the Community

### Sacramento City Unified School District

- 1. Documentation of Sacramento State participation in the Sacramento City Unified School District's School Readiness Fair (2014)\*

### California Speech-Language-Hearing Association

- 2. *California Speech-Language Hearing Association Magazine: Main Page and Webpage*. Verification of Continued Participation on District 2 Director's Advisory Committee. 2012-2016\*
- 3. California Speech-Language Hearing Association President's Message verifying Board of Directors Presidential Appointment: Commissioner on Organizational Advancement and Outreach (August 2012) and President and President-elect's commendation Letters upon completion of term (July 29, 2014).\*

### General Community Outreach Regarding Language and Literacy

- 4. Robert Pieretti and Celeste Roseberry-McKibbin: *Reading Connects*. (May 22, 2013). Sac&Co/News 10/KXTV (ABC) Sacramento (Interview). Available at: <http://sacandco.net/article/246086/492/Reading-Connects--May-22-2013> \*

### Sacramento State Literacy Connection

- 5. "The Sac State Storytime Connection:" Weekly interactive literacy activities for parents and children in collaboration with Sacramento Foodbank and Family Services (SFBFS) (2013-Present)\*

### Awards

- 25. Fellows of the Association. California Speech-Language-Hearing Association (CSHA). Received for service to related organizations and teaching in Communication Sciences and Disorders: <https://www.youtube.com/watch?v=9jpE9Me24f4> (April 2016)\*

# Early Tenure and Promotion

## Tenure

- Outstanding teaching, appropriate academic preparation; outstanding in 2 of the 3 remaining criteria
- Performance substantially beyond that required for tenure after normal 6 year probationary period
- Activities bring widespread recognition to individual and university from academic community and / or general public

## Promotion

- Outstanding teaching, appropriate academic preparation; outstanding in 2 of the 3 remaining criteria
- Scholarly and creative achievement
- Contribution to the institution
- Contribution to the community

# Tips

- Read and respond to previous reviews.
- If no teaching assignment, include a memo from your department chair indicating work done during the year.
- Follow the file structure provided in the HHS RTP guide. Don't change it!
- Label each item so relevance is apparent.
- Each item may be placed in only one category. If an item relates to more than one area, faculty may highlight different aspects of it within the four categories.
- Work on your file content year-round. Don't wait until the last minute.

# Contact

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