

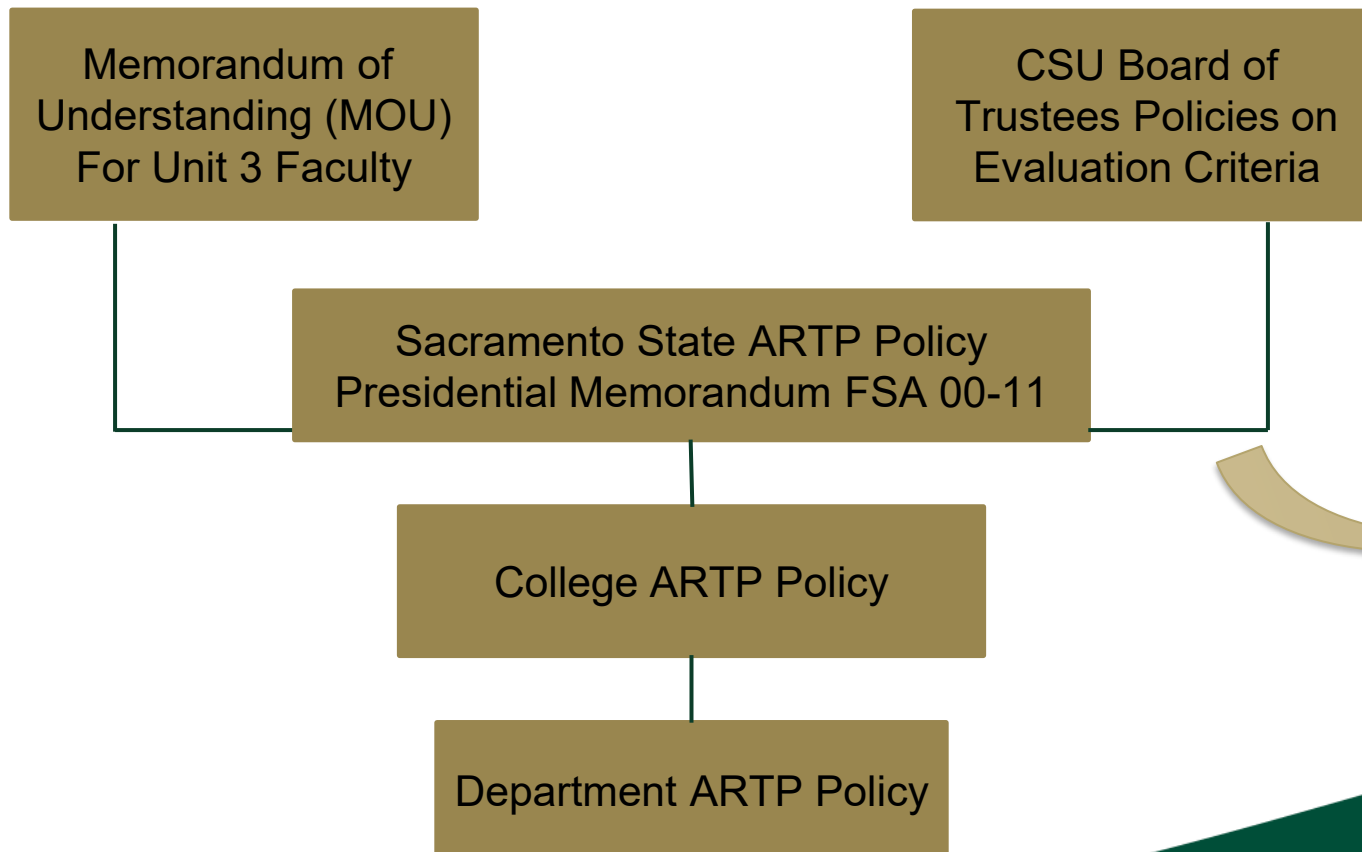


College of Health and Human Services RTP Workshop

Academic Year 2026-2027

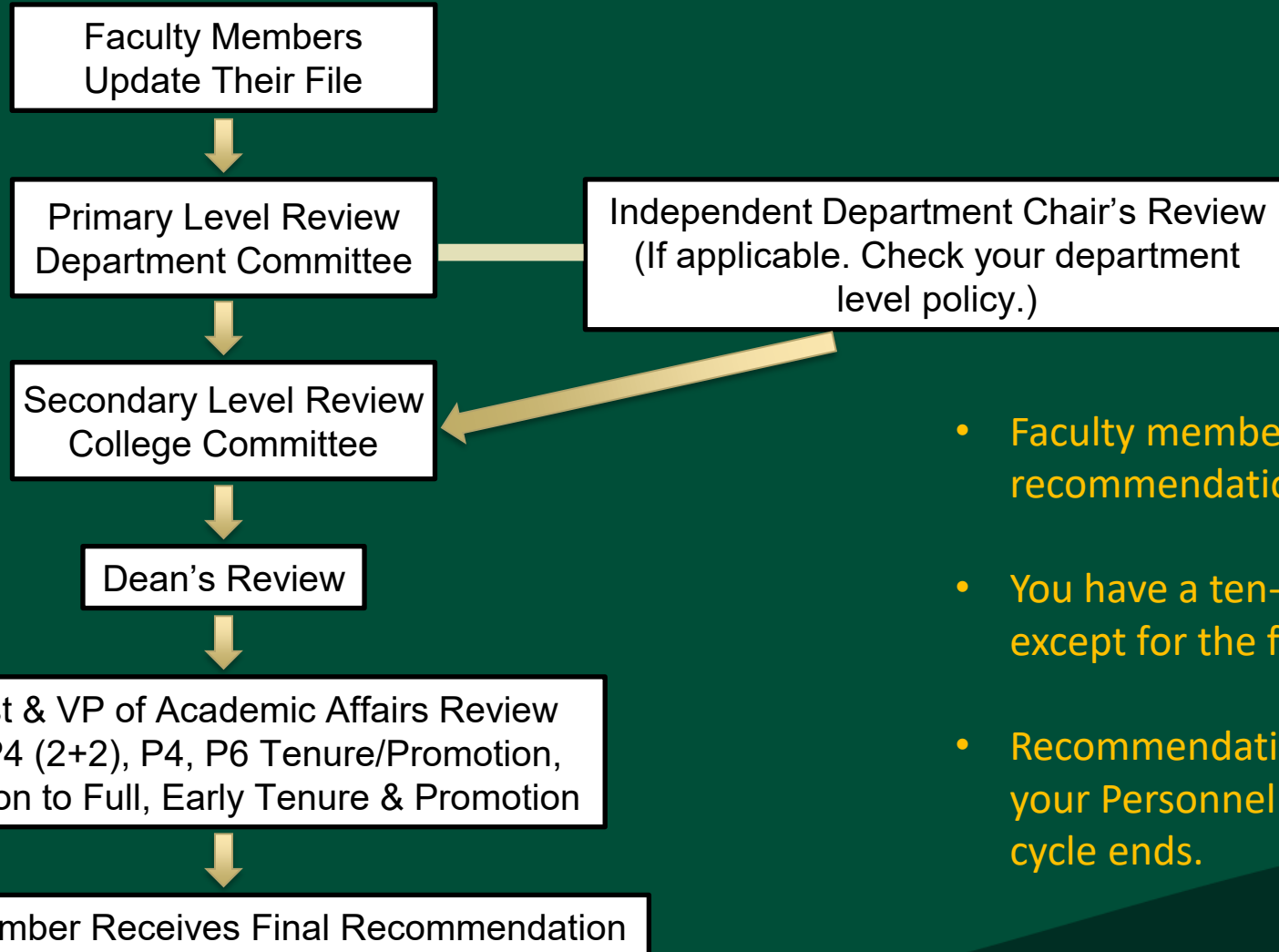
Retention, Tenure and Promotion (ARTP) Policies

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 except for the final recommendation letter.
- Recommendations from each level will be placed in your Personnel Action Files (PAF) after the review cycle ends.

Probationary Faculty Review Levels

P1	1 st year of employment with no credit towards tenure
P2*	1 st year of employment with 1 year of credit towards tenure
P3*	1 st year of employment with 2 years of credit towards tenure
P2	2 nd probationary year / 2 nd year of employment, no credit towards tenure
P3	3 rd probationary year / 3 rd year of employment, no credit towards tenure
P3 (2+1)	2 nd year of employment with 1 year credit towards tenure at hire
P4 (2+2)	2 nd year of employment with 2 years credit towards tenure at hire
P4	4 th year employment with 0 credit or 3 rd year with 1 year credit towards tenure
P5	5 th probationary year, regardless of credit towards tenure
P6	6 th probationary year. Faculty in this year are reviewed for tenure and 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

- Eligible 5 years after tenure & promotion to Associate

Early Tenure and/or Promotion

- Faculty should consult with Department Chair and/or Dean regarding this option

Post-Tenure Review

- Faculty are reviewed every 5 years after tenure, in the 5th year

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	

2026-2027 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 2025-2026. When in doubt, check with your department chair.
- Tenure and/or Promotion: Materials from your last review file closure to 2025-2026.

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 by the Dean's Office for signatures.

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

2026-27 RTP Timeline and Resources

The timeline is based on deadlines set up by the Office of Faculty Affairs.
Each review 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
 - [My Sac State > Internal Documents & Resources > Health & Human Services > Retention, Tenure, and Promotion \(RTP\) Process](#)

WPAF Closure – 11:59 PM!

Back by popular demand!

- **NO ADDITIONAL ITEMS MAY BE ADDED AFTER CLOSURE.**
- Meet with your Chair for final feedback before file closure.
- Dean's Office adds all course evaluations, reviews, rebuttals, verifications, and appendices.
- **Confirm all your course evaluations are included. Notify the Dean's Office if any are missing.**
- 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 11:59 PM on the closure date.**

Probationary Year	File Closure Date
P1, P2*, P3*	Feb. 16, 2027
P2, P3(2+1)	Oct. 2, 2026
P3	Oct. 2, 2026
P4(2+2)	Oct. 2, 2026
P4	Oct. 2, 2026
P5	Oct. 2, 2026
P6 Tenure & Promotion, Promotion to Full, Early Tenure & Promotion	Oct. 16, 2026

University Peer Review Committee (PRC)

- The Peer Review Committee (PRC) is a university committee made up of one representative from each college's secondary committee.
- They review requests to add material after the file closure date.
- Per campus policy, the PRC can only approve the addition of material that became accessible after the file closure date, and which will materially impact the review outcome. (UARTP 4.3.F)
- They won't approved anything left out by accident.
- The decision of the review committee to admit or not admit is final and not rebuttable.
- **This also applies to Student Course Evaluations, so it's important that you check what the Dean's Office has added.**
- **It's critical that you complete a final review of your material to ensure you've included everything you want considered.**

University Peer Review Committee (PRC) Process

PRC process for submission of documentation received after file closure:

1. Faculty should e-mail the Dean (rpieretti@csus.edu) with relevant information/documentation requesting their WPAF be re-opened for inclusion of the materials and a justification
2. Dean to forward the message and attachments to OFA asking for the faculty's request and materials to be sent forward to the PRC
3. OFA will prepare a message with all above information and send to PRC with a deadline for a final decision (usually 1-2 weeks)
4. PRC will render final decision on materials and notify VPFS and OFA
5. OFA will send message to the Dean, cc: to college analyst with PRC results and next steps

Sample notice to Dean:

The PRC has reviewed the request from Professor XXXX with regard to re-opening the WPAF for inclusion of the following documents:

•*Description of documents here*

Please see the final decision of the PRC below. The approved documents may be added to the WPAF.

Per [UARTP 4.3.F/CBA 15.12.b](#), please return the WPAF back to the initial evaluation committee for review, evaluation and comment before consideration at subsequent levels of review.-All prior levels of review must prepare a revised letter of review to acknowledge the added materials, as well as document any revised outcome(s), as a result of the additional information. This provides clear indication to the faculty and the remaining levels of review that the new material was considered in the evaluation.

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 final recommendations for some levels
- 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 except for the final recommendation letter, faculty members may submit a rebuttal statement or response in writing and/or request a meeting 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 department and HHS RTP policies and guidelines, calendar, and workshop materials.
- On the OneDrive, move supporting document materials from the last cycle into the Previous folder within each section.
- Prepare a current CV.
- Create an Index of Materials.
- Organize supporting documents into folders.
 - Make sure you include all your relevant materials.
 - ***You cannot add anything after file closure.***
- Confirm all student course evaluations are uploaded. Contact Dean's Office if any are missing.
- 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.



Leave Without Pay (LWOP) & Request for Extension of Probationary Period

- Submitting an LWOP does not automatically extend your probationary clock.
- You must request for extension of your probationary period under CBA 13.7 or 13.8.
 - **If you don't extend, you are expected to submit an RTP file for review.**
 - If you do extend, you don't submit a file for that year.
- If approved, a letter from the Provost will document that you are retained for the next AY and will note the new AY for T/P evaluation due to the extension.
- **Extensions of the Probationary Period Per CBA**
 - **13.7 Upon the request of a faculty unit employee to the President made no later than the first day of the leave of absence listed below, or any extension thereto, their probationary period shall be extended for the following duration and reasons:**
 - A one (1) year extension of the probationary period when the employee is on a leave of absence for pregnancy/birth or adoption for one (1) year.
 - An extension of the probationary period for the duration of the leave when the employee is on a personal leave of absence without pay pursuant to provision 22.8 for one (1) or more full academic years.
 - A one (1) year extension of the probationary period when the employee is on a professional leave of absence without pay for two (2) or more academic years.
 - **13.8 Upon the request of a faculty unit employee to the President made no later than thirty (30) days prior to the beginning of the academic term in which they are scheduled to return to work, their probationary period may be extended for one (1) academic year for the following absences of less than one (1) academic year:**
 - Leave of absence for pregnancy/birth or adoption
 - Personal leave of absence without pay pursuant to provision 22.8
 - Professional leave of absence without pay pursuant to provision 22.24
 - Workers' Compensation
 - Industrial Disability Leave
 - Nonindustrial Disability Leave
 - Paid sick leave.

Leave Without Pay (LWOP) & Request for Extension of Probationary Period Process

- Refer to [Office of Faculty Affairs Leaves of Absence Programs Website](#).
 - Contact [OFA](#) with questions about the process.
- Decide if you want to extend your probationary period with your LWOP.
- Talk to your Department Chair.
- Inform your Chair and the HHS Dean of your decision.
- [Submit the Request for Leave Without Pay \(LWOP\) for Faculty Form](#).
 - Route for signatures through Adobe Sign.
- [Submit the Extension of the Probationary Period form](#), with the LWOP (simultaneously) if applicable.
 - Route for signatures through Adobe Sign.
- Dean's Office will submit completed forms to OFA for final approval.
- OFA will inform you, the Chair, and the Dean of the final decision.

Making Your Case: How to Showcase Your Accomplishments



Quality/Quantity

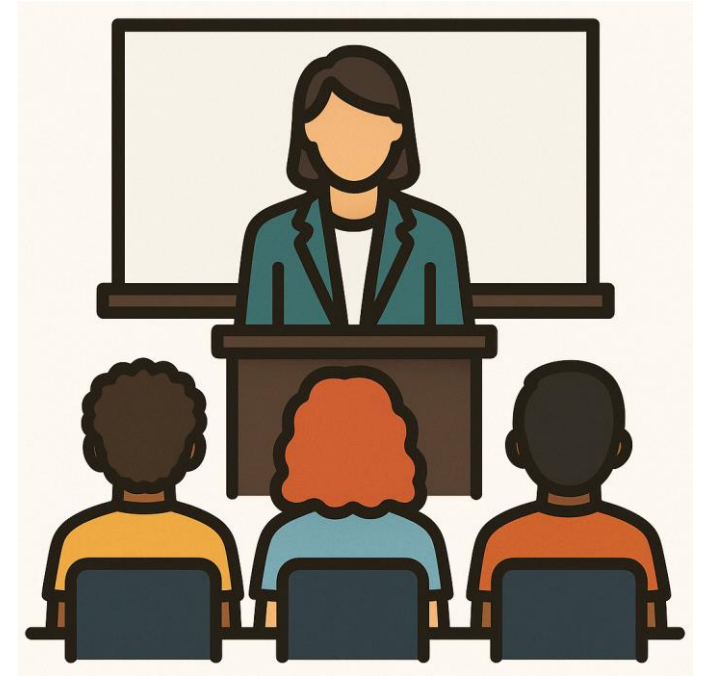
- Demonstrated achievement in teaching, scholarship/creative activity, and service.
- Grounded in academic and disciplinary standards. Know your discipline and how it is evolving.
- Just enough to make your case, not an ounce more.
- *Anything* listed in the index can be requested for review.
- Therefore,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

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



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)*

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.
- Make the reader aware if you didn't teach, were on leave, or took a sabbatical for specific semesters.
- Help guide and focus the reader.
- Include preferred pronoun (not required).
- Write it after you develop your materials and index. It's informed by what you include.

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

Rebuttals

- A written response to address feedback from reviewers.
- Rebuttals are intended for the remaining levels of review to have as a part of their review, consideration and recommendation, they are not intended as a means for the primary/secondary committees to then respond in return.
- Faculty can submit a rebuttal in writing for every review level, except the final recommendation level.
- Its purpose is to clarify misunderstandings and correct factual errors that might affect review outcomes.
- It is not a place to provide new evidence or add new material.

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

Interim Dean Robert Pieretti

rpieretti@csus.edu

Interim Associate Dean Aishah Patterson

patterson@csus.edu

Alma Valdez & Alicia Taylor, Administrative Analyst/Specialist

hhs-rtp@csus.edu