

**CALIFORNIA STATE UNIVERSITY, SACRAMENTO
COLLEGE OF SOCIAL SCIENCES & INTERDISCIPLINARY STUDIES**

**INFORMATION FOR PROBATIONARY FACULTY
FAQ's
RTP CYCLE**

This guide is intended to provide information regarding the procedures and deadlines for tenure-track faculty who are taking part in the RTP (retention, tenure, promotion) process.

When will you be reviewed?

Prior to receiving tenure, you will submit a Working Personnel Action File (WPAF) that will be reviewed each year. During your first year of employment you will submit your file during the Spring semester for a periodic review. All subsequent years you will submit your file during the Fall semester retention cycle for review and retention for the following academic year. After you receive tenure and promotion to Associate Professor, you will not be reviewed again until you are considered for promotion to Professor (sometimes called "Full Professor"), usually after five years.

Who will evaluate your file?

Each year your WPAF will be evaluated by:

- Your Department Primary Committee
- Your Department Chair (if specified in your department's ARTP policy)
- College of SSIS Secondary Committee, which is elected by the College faculty
- College Dean
- Provost and Vice President for Academic Affairs (4th probationary year and tenure/promotion candidates)

What letters will you receive?

Each individual or committee who evaluated your file will prepare a written evaluation which you will receive and then becomes a permanent part of your file.

Is it possible to respond to these evaluations?

Yes, you have ten calendar days following receipt of an evaluation to provide a written response if you choose to do so. Please refer to the University ARTP (UARTP) document for details.

Who writes the letters of reappointment/promotion/tenure?

Each year the last person in the evaluation sequence will write the letter of decision regarding reappointment, tenure and/or promotion depending where you are in the cycle. Letters of reappointment, tenure and/or promotion in the 4th probationary year are prepared by the Provost and Vice President for Academic Affairs. Letters of reappointment for all other probationary years and periodic reviews are prepared by the Dean.

How are untenured faculty classified?

The maximum pre-tenure period is ordinarily six years. Untenured faculty (also called probationary faculty) are classified as P1, P2,.....P6 according to which pre-tenure year they are in. A description of each level of probationary status is described below:

P1: *A newly hired probationary faculty member without previous faculty experience and hired without credit towards tenure is ordinarily in the P1 group. New faculty are typically given a two-year probationary appointment upon hire and in their P1 year (or first year of employment) receive a periodic evaluation during the Spring semester. This evaluation is prepared by the Department Chair (if applicable), Department Primary Committee, and College Dean.*

P2: *This is typically the second year for a probationary faculty member without previous faculty experience and who was hired without credit towards tenure. This category also includes a newly hired faculty member who was initially given one year of credit toward tenure at the time of appointment. A second year probationary faculty at this level will be reviewed during the Fall semester retention cycle by the Department Chair (if applicable), Department Primary Committee, College Secondary Committee and the College Dean.*

P3: *This is typically the third year for a probationary faculty member without previous faculty experience and who was hired without credit towards tenure. This category also includes a newly hired faculty member who is initially given two years of credit toward tenure at the time of appointment. A third year probationary faculty at this level will be reviewed during the Fall semester retention cycle by the Department Chair (if applicable), Department Primary Committee, College Secondary Committee, and the College Dean. The newly hired faculty member at this level (with 2 years credit towards tenure) will receive a periodic evaluation during the Spring semester. This evaluation is prepared by the Department Chair (if applicable), Department Primary Committee, and College Dean.*

P4: *Written evaluations are prepared during the Fall semester retention cycle by the Department Chair (if applicable), Department Primary Committee, College Secondary Committee, the College Dean, and the Provost and Vice President for Academic Affairs. The letter of decision regarding retention is sent from the Provost and Vice President for Academic Affairs.*

This review more than the previous ones, is a cumulative review and should reflect on all the progress you have made towards achieving a positive recommendation when you request tenure and promotion.

P5: *Written evaluations are prepared during the Fall semester retention cycle by the Department Chair (if applicable), Department Primary Committee, College Secondary Committee, and the College Dean. The letter of decision regarding retention is sent from the College Dean. If a P-5 faculty member is being considered for early tenure or early promotion as well as retention, the file will be submitted and processed according to the RTP calendar of deadlines. If a faculty member is considering applying for early tenure and/or promotion please notify the Dean's Office by written request via your Department Chair by the file closure date.*

P6: *The P6 year is the final pre-tenure year, and faculty in the P6 category are always being considered for tenure and/or promotion. Your WPAF and statement should demonstrate how everything you have done to date supports a favorable decision on tenure and promotion. Written evaluations are prepared by the Department Chair (if applicable), Department Primary Committee, College Secondary Committee, the College Dean, and the Provost and Vice*

President for Academic Affairs. The letter of decision regarding tenure/promotion is sent from the Provost and Vice President for Academic Affairs.

What is the nature of the first year periodic review?

The periodic review is a simplified version of the retention reviews that are prepared in subsequent years. Tenure-track faculty are ordinarily hired for an initial two-year probationary period. As a result, there is not a question of reappointment in the first year. First Year faculty prepare an initial Working Personnel Action File (WPAF). The file is reviewed and a written evaluation is prepared by the Department Chair (if applicable), Department Primary Committee, and College Dean. There is no review prepared by the Secondary Committee and no re-appointment (since the next year's appointment was already granted at the time of hire).

What is the timetable for the review?

The RTP Calendar of Deadlines (Key Dates) is distributed to the departments by the College at the beginning of the fall semester each year.

Notes from Secondary Committee

- Faculty need to use “tabs” for ALL EXHIBITS. (Do not write Exhibit #'s on the top of your pages).
- Make sure students evaluations are punched neatly, (not put in backwards).
- Please use extra-large binders if you have a large WPAF. (Smaller ones tend to “explode” when you try to review them.) (Dean’s Office has large binders if needed.)
- Do not stick items into front pocket of binder. (They tend to fall out.)
- Putting together WPAF securely and neatly will help various committees accurately review your file easily.

Research Websites

Publish or Perish

<http://www.harzing.com/pop.htm> - Publish or Perish is designed to empower individual academics to present their case for research impact to its best advantage. We would be concerned if it would be used for academic staff evaluation purposes in a mechanistic way.

Social Science Research Network

<http://www.ssrn.com/> - Social Science Research Network (SSRN) is devoted to the rapid worldwide dissemination of social science research and is composed of a number of specialized research networks in each of the social sciences.

Thank you for your help and cooperation.

SOURCES OF ARTP POLICIES

1. [Bargaining Agreement: Unit 3](#)
2. [CSUS ARTP Policy](#)