CSUDH College of Education

RTP Support Document – Spring 2023

The College of Education has a holistic, comparative perspective in the evaluation of faculty performance in teaching effectiveness, professional achievement and growth, and community service because COE faculty take an integrated approach to their work in these three areas. We have written these guidelines to underscore our commitment to our belief in the limitless potential of our work, each other, and those we serve. These guidelines are a living document and a permanent work in progress; the more questions we receive, the more we write!

It has the following parts: 1) Required materials for each cycle; 2) What committees or people review candidates for each cycle; 3) Definitions of terms commonly found in RTP documents; 4) Other topics; 5) For reviewers; 6) Post-tenure review; and 7) Helpful tips.

1) REQUIRED MATERIALS FOR EACH CYCLE

On the path for tenure and promotion to Associate Professor:

Year	Cycle	Mandatory Materials
Year 1	Cycle I	- Professional Plan (organized based on RTP criteria) - CV
Year 2	Cycle II (full review)	"SIF and evidence for materials mentioned in your narrative covering Philosophy of Teaching and all three areas (Teaching Performance, Scholarship or Creative Activity, and Service). The file should consist of the material discussed in the first year abbreviated review, and provide the evidence for that material and any new material since your last review." - CV - Index - PTEs from selected courses
Years 3, 4, 5	Cycle III-Abbreviated review	- Professional Plan (including teaching philosophy) - Brief Written report - CV - PTEs from selected courses
Years 3, 4, 5	Cycle III-Full review	"SIF and evidence for materials mentioned in your narrative covering Philosophy of Teaching and all three areas (Teaching Performance, Scholarship or Creative Activity, and Service). The file should consist of the material discussed in the first year abbreviated review, and provide the evidence for that material and any new material since your last review." - CV - Index - PTEs from selected courses

Year 6	Cycle III-Full review	• "SIF and evidence for materials mentioned in your narrative covering Philosophy of Teaching and all three areas (Teaching Performance, Scholarship or Creative Activity, and Service). The file should consist of the material discussed in the first year abbreviated review, and provide the evidence for that material and any new material since your last review." • CV • Index • PTEs from selected courses

On the path from Associate to Full Professor:

Eligibility for standard post-tenure promotion to Full Professor begins in the 5th year after receiving tenure and promotion to Associate Professor. Faculty must address all work done since receiving tenure and promotion to Associate Professor. (FA slide deck)

Year 5 or more after receiving tenure & promotion	Cycle IV – Promotion to Full Professor	• "SIF and evidence for materials mentioned in your narrative covering Philosophy of Teaching and all three areas (Teaching Performance, Scholarship or Creative Activity, and Service). The file should consist of the material discussed in the first year abbreviated review, and provide the evidence for that material and any new material since your last review." • CV • Index • PTEs from selected courses

2) WHAT COMMITTEES/PEOPLE REVIEW WHICH FILES, and WHEN

Cycle I: Tenure-Track Faculty in their first year (Spring 2022 or Fall 2022 hires)

1. Department RTP committee
2. Department Chair
3. College Dean

Cycle II and Cycle VI: Full Review Reappointment of Tenure-Track Faculty in their second year

1. Department RTP committee
2. Department Chair
3. Collete RTP Committee
4. College Dean
5. Provost
6. University RTP Committee (In cases of disagreement between previous levels of review)
7. President

Cycle III: Abbreviated Review of Tenure-Track Faculty in their 3rd, 4th, or 5th year

1. Department RTP committee
2. Department Chair
3. College Dean

Cycle III: Reappointment of Tenure-Track Faculty in their 3rd, 4th, or 5th year of service

1. Department RTP committee
2. Department Chair
3. College RTP Committee
4. College Dean
5. Provost
6. University RTP Committee (In cases of disagreement between previous levels of review)
7. President

Cycle IV: Promotion to Full Professor

1. Department RTP committee
2. Department Chair
3. Collete RTP Committee
4. College Dean
5. Provost
6. University RTP Committee (In cases of disagreement between previous levels of review)
8. President

3. DEFINITIONS

Brief Written Report:

The Brief Written Report is submitted by candidates for abbreviated reviews only, instead of the SIF (see below). The report is an update of what the candidate has done since the last full review. The Professional Plan (see below) accompanies the Brief Written Report in years 3-5. The official policy description is below *in italics*:

Brief Written Report:

The brief written report should recap the accomplishments in teaching, scholarship or creative activity, and service since the last full review in a concise format and should reflect upon the Professional Plan.

1. *The report should be approximately five (5) to ten (10) double- spaced pages in length.*
2. *The Brief Written Report **does not** require the extensive supporting documentation as would be contained in a SIF.*

Page length: Academic Affairs Policy 2021-10 recommends the Brief Written Report be 5-10 double-spaced pages.

Candidate:

The candidate is you, reader, the tenure-track faculty member going up for various levels of review in the retention, tenure and promotion (RTP) process.

Evidence

Evidence is samples documenting the work that you reference in your SIF. These may include but are not limited to emails, letters of support, PTEs, syllabi, teaching materials, surveys, conference acceptances, conference programs, abstracts, publication acceptance letters, committee minutes, committee reports, letters from committee chairs.

Faculty Affairs and Development:

Faculty Affairs is the office in Academic Affairs (the division in which all colleges are housed) that organizes the RTP review process, manages and supplies PTE reports, and deals with all faculty-related issues. It is run by Dr. Cheryl Koos, the Associate Vice President for Faculty Affairs & Development. The Faculty Development Center reports to/is run under the aegis of Faculty Affairs.

Index

The index is a table of contents that guides reviewers through the evidence that candidates present. Full reviews require an index.

Perceived Teaching Effectiveness (PTEs):

Perceived Teaching Effectiveness (PTEs) are online surveys administered to students to capture their sense of teaching effectiveness. The CSUDH website has detailed information on them: https://www.csudh.edu/faculty-affairs/perceived-teaching-effectiveness-pte/online-pte/.

Past and current PTE reports are accessible by faculty, and Chairs and the Dean, through the PTE Portal https://dhwapp.csudh.edu/perceived/.

Candidates are required to upload PTEs to Interfolio for all reviews except Cycle I. Up until **11/29/2022**, tenure-track faculty were allowed to select two courses for evaluation; effective **Spring 2023**, all courses will be evaluated. Candidates still need to select and upload PTEs for specific courses for review.

Professional Plan:

The Professional Plan is one of two key documents candidates submit for abbreviated reviews (Cycle 1, then Abbreviated Reviews in years 3-5). It should be written based on the College of Education's RTP Criteria. It is accompanied in years 3-5 by the Brief Written Report. The purpose of the plan is to allow candidates to share their goals in all three areas, and their plan towards tenure and promotion, with reviewers. The official/policy description is below i*n italics*.

The Professional Plan

An updated Professional Plan shall address what the faculty member expects to accomplish in the areas of teaching, scholarship or creative activity, and service in order to gain tenure. Indicate Name, Department, Cycle, and Academic Year.

1. *The Professional Plan should be five (5) pages in length and double-spaced.*
2. *Address short-term objectives (Next 6-8 months) and long-term objectives (Next 2 to 4 years).*
3. *Use subheadings for each objective:*
   a. <u>*Philosophy of Teaching:*</u> *Write a brief statement regarding teaching and learning.*
   b. <u>*Teaching Performance:*</u> *Write a brief statement of your teaching goals and objectives.*
   c. <u>*Scholarship or Creative Activity:*</u> *List scholarship goals or creative activity, i.e., research, publications, and active participation such as papers, presentations, panels, symposia, etc.*
   d. <u>*Service:*</u> *List service objectives such as departmental, college, university, and community involvement/participation.*

While official university policy does not <u>require</u> you to discuss PTEs in your Professional Plan (in your Cycle 1 review), you are expected to upload them to your WPAF (see below). If you wish to reference them in your Professional Plan in your Cycle 1 review, you may, since you will already be including them in your WPAF.

Page length: Academic Affairs Policy AA2021-10 recommends the Professional Plan not exceed 5 double-spaced pages.

<u>Supplementary Information Form (SIF):</u>

The SIF is not a form, but a candidate's main tenure narrative for their file. In it, candidates discuss and include several pieces of required evidence based on the College's RTP criteria. The university guidelines for the SIF are on the Faculty Affairs website (https://www.csudh.edu/faculty-affairs/reappointment-tenure-and-promotion-rtp/rtp-guidelines-and-policies/) The SIF is turned in for all full reviews (Year 2 and possibly Years 3-5, and Year 6/tenure year).

The SIF should be organized based on the RTP Criteria (using RTP criteria numbering). It should be structured following the structure of the Professional Plan from Cycle/Year I. The SIF should consist of the material discussed in the first year abbreviated review, and provide the evidence for that material and any new material since the candidate's last review.

Page length: Academic Affairs Policy AA2021-10 recommends the SIF be normally limited to 10-15 single spaced pages.

<u>The Working Personnel Action File (WPAF):</u>

The Working Personnel Action File (WPAF) is defined as the file specifically generated for use in a given evaluation cycle, including required forms and documents for periodic Abbreviated Reviews and Full Performance Reviews.

For Abbreviated Reviews, the WPAF includes:

- The Professional Plan
- Brief Written Report (for year 3 and beyond)

- A current curriculum vitae (CV)
- PTEs for the period under review (candidate uploads to Interfolio)

For Full Reviews, the WPAF includes:

- Supplementary Information Form (SIF)
- A current curriculum vitae (CV)
- An index of the contents of the WPAF
- Evidence that supports information in the SIF and CV
- PTEs for the period under review (candidate uploads to Interfolio)

In the Collective Bargaining Agreement (CBA), "refers to that portion of the Personnel Action File used during the time of periodic evaluation or performance review of a faculty unit employee."

4. OTHER TOPICS – College-Specific

COVID Extensions

Candidates may have taken COVID-19 extensions; the CSUDH policy on them can be found here. They are also discussed on the Faculty Affairs FAQ page.

Early Tenure and Promotion from Assistant to Associate and Associate to Full Professor

According to university policy, *"Successful candidates for early promotion and/or tenure must demonstrate unusually meritorious performance as determined by their department or equivalent unit, in teaching and one other area of evaluation, and meet the departments' standard for satisfactory performance in the third area of evaluation."*

The College of Education has defined "unusually meritorious" in terms of demonstrating an "outstanding" level of achievement in two out of the three areas (Teaching, Scholarship and Service); following university policy, one of these two areas must be Teaching. Candidates must achieve at least "satisfactory" in the third area.

University FAQ about the pros and cons of Early Tenure and Promotion:

https://www.csudh.edu/faculty-affairs/reappointment-tenure-and-promotion-rtp/frequently-asked-questions/

Definitions of "unusually meritorious" at the University level:

chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.csudh.edu/Assets/csudh-sites/faculty-affairs/docs/aa-policies/aaps041-001-unusually-meritorious.pdf

Emergencies

If you have an emergency while preparing your file, please contact Faculty Affairs and your Department Chair for help.

Family leave

Candidates may have taken parental or family leave at any point in the RTP process. Candidates should consult with Faculty Affairs to discuss how to address potential leaves.

Rebuttals

Candidates have the right to submit a formal rebuttal at any level of review. The California Faculty Association (CFA) has a helpful page of tips on how to write a rebuttal that covers most frequently asked questions:

https://www.calfac.org/faculty-rights-tip-writing-rebuttals-to-evaluations-2/

Years of Service Credit

*If a faculty member was granted service credit for tenure at the time of hire, their tenure review will be in Year Four (2 Years Service Credit) or Year 5 (1 Year Service Credit). In other words, if service credit was granted at hire, the timeline will be **four** or **five years. (from FA slide deck)***

5. FOR REVIEWERS

Under construction: In an effort to actualize the COE's Mission of "self-examination" and "collective learning," the COE will engage in an annual COE wide Community Calibration process which will include members of RTP committees and faculty. This community collaboration will involve dialogue to calibrate, learn and revisit the guidelines herein as well as to support ways they are carried out. This process ensures accountably, mentorship, flexibility with the shifting ground of our field (pandemic, travel restrictions, funding restrictions and barriers). This section will be revisited after the first calibration in Spring 2023.

6. POST TENURE REVIEW

Under construction: TBD when Academic Senate passes the policy and it is approved by the Provost's office (est. Spring 2023); link to it when it arrives, then create guidance for candidates and for reviewers

7. HELPFUL TIPS

RTP Best Practices by Yesenia Fernández, Ph.D.

1. For your Professional Plan, Connect it to the three areas to the RTP criteria.
2. For the SIF, take your professional plan for year 1 (Philosophy of teaching + 3 areas) and turn it into the SIF. Copy and paste from professional plan (aligned to the criteria in year 1); candidates will likely go a lot deeper. Update philosophy of teaching from year 1 as needed.
3. File folders on desktop- I drop files in there every month.
   a. Scholarship
   b. Teaching
   c. Service
4. Flag/ Star emails that are Scholarship, Teaching, Service

      a.   you can create folders in email too, to drop them in
      b.   create pdfs of emails and put them in appropriate folder on desktop (about monthly)
5.   Name files with the words- Scholarship, Teaching, Service
6.   Index: Once I have written the SIF narrative for each section:
      a.   I go back and rename the files with the number I put them in the SIF narrative. So for example: 1.1.1 Teaching GED 500 Feedback
      b.   Then you can copy and paste the list from the folder onto the index table
7.   Update CV monthly/ every two months- I use my CV as the outline for the SIF narrative. From one SIF to the next, I can see what was on the SIF last time and what is "new" same for brief written report
      a.   Scholarship- presentations and publications – include in progress, under review, revise and resubmit
      b.   List of classes taught
      c.   List of service – I add duties- Chair etc.

Under construction- if readers have advice to share, please email Dean Pandya (jpandya@csudh.edu).