

## **INSTRUCTIONAL MEMO FOR PROBATIONARY FACULTY UNDERGOING AN ABBREVIATED REVIEW FOR 1<sup>st</sup> YEAR FACULTY**

The University Policy for Reappointment, Tenure, and Promotion (AAP 010.001) outlines the evaluation process to be followed in the review of all probationary faculty.

In accordance with University policy, tenure-track faculty must be reviewed each year during their probationary period. Tenure-track faculty who are not undergoing a Full Review for Reappointment, Tenure, and/or Promotion must undergo an Abbreviated Review. An Abbreviated Review shall be evaluated by the Department RTP Committee, the Department Chair (if applicable), and the Dean for strengths and weaknesses of the faculty member's plan, focusing on teaching, scholarship, and service, with specific recommendations, including recommendations for improvement, if necessary. However, unlike the full RTP review for reappointment, tenure, and promotion, the abbreviated review does not include a recommendation for any personnel action.

The documentation submitted by faculty completing an Abbreviated Review shall include the faculty member's Professional Plan (not to exceed five pages, double-spaced). All faculty are required to submit their documents via Interfolio. By submitting the Professional Plan electronically, faculty undergoing RTP grant permission to evaluators to access and review their file. After completion of the review process, the Professional Plan will be retained in the Personnel Action File.

Faculty may access their Perceived Teaching Effectiveness (PTEs) through the PTE Portal <https://dhwapp.csudh.edu/perceived/> to download their student evaluations for the Working Personnel Action File (WPAF).

*Please note, PTEs do not need to be presented as “evidence” for this review; however, if you feel they will be useful for explaining your professional plan, inclusion is allowed.* Any other supporting information or materials that address activities may be submitted.

*In your next full review, PTEs from this period of review, not included, will be required for your full review.*

Please be aware that faculty are responsible for keeping a copy of any documents submitted.

### **Below are some guidelines for preparing materials for the Abbreviated Review**

#### **The Professional Plan**

Each faculty member participating in the Reappointment, Tenure, or Promotion (RTP) review process must submit a Professional Plan for review by RTP evaluators. A Professional Plan shall address what the faculty member expects to accomplish in the areas of teaching, scholarship, and service prior to consideration for tenure. The faculty member's Professional Plan, initially submitted during the first probationary year review, shall be submitted each year with subsequent updates, revisions, or modifications as may be needed.

1. Indicate Name, Department, Cycle, and Academic Year.
2. The Professional Plan should be five pages in length double spaced.

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

***\*\*Please note you should consult your department RTP criteria for specific examples in your area of discipline.***