INSTRUCTIONAL MEMO FOR PROBATIONARY FACULTY UNDERGOING AN ABBREVIATED REVIEW IN CYCLE III
(3rd, 4th, or 5th YEAR)

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 or creative activity, 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.

Faculty who received a two-year appointment in their 3rd, 4th, or 5th year will undergo an Abbreviated Review and shall submit a Professional Plan and a Brief Written Report. All faculty are required to submit their documents via Interfolio. By submitting the Professional Plan and the Brief Written Report electronically, faculty undergoing RTP grant permission to evaluators to access and review their file. After completion of the review process, the Professional Plan and Brief Written Report will be retained in the Personnel Action File.

Your evaluators will be reviewing materials concerning appointment, previous RTP recommendations and decisions, and other leaves, honors, and awards. 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. In your next full review, PTEs from this period of review, not included, will be required for your file.

Optional: Faculty may include any new information or materials that address activities since their most recent full review

Faculty are responsible for keeping a copy of any documents submitted for review.

Below are some guidelines for preparing materials for the Abbreviated Review

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.

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.

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