

RTP 18 - 19

INFORMATION FOR CANDIDATES

# Resources and support

- Introductions: Faculty Advancement [website resources](#), staff
- Introductions: College RTP reps
- Resources: [Policy file](#) (contains criteria); see also department or college policy file.
  
- Support in developing your dossier: Mentor; chair / director
- Support in uploading your dossier: Dept. coordinator
- Support on procedural questions: College RTP representative

# 2018 – 2019

## Performance Review Timeline

Complete timeline here:

[http://fa.sdsu.edu/resources/files/tenuretrack\\_evaluations/RTP%20Timeline%202018-2019.pdf](http://fa.sdsu.edu/resources/files/tenuretrack_evaluations/RTP%20Timeline%202018-2019.pdf)

- 8.24 Candidates seeking promotion notify departments.
- 9.7 Candidates submit WPAF via Interfolio.
- 9.28 Closing date of WPAF.
- 10.12 Department/School Peer Review Committee recommendations sent.
- 10.19 Department Chair/School Director recommendations sent.
- 12.14 College Peer Review Committee recommendations sent.
- 12.21 Dean recommendations sent.
- 2.15 Last chance for late-add
- 3.15 University Promotions and Tenure Review Panel recommendations sent.
- 5.17 Provost announces final decisions on behalf of the President.

# Basics of the RTP Process

- **General criteria:**
- “Continuing excellence in teaching . . . [contextualized] within a continuing process of reflection and adjustment.”
- “A consistent pattern of continuous growth in research, scholarship, or creative activity . . . [evidenced by] a well developed, coherent, and focused research plan or artistic vision”
- “Service to the university, the profession, and the community”

# Basics of the RTP Process

- **Standard for promotion to Professor:**
- “Superior contributions to teaching effectiveness”
- “Evidence of a strong and coherent program of continuous growth that demonstrates their expertise in a particular field or area and impact of their work upon the body of knowledge”
- “A higher level of service and participation in shared governance”

# Current tenure data at SDSU

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- [Statistical summary of promotions AYs 15 / 16 / 17 here.](#)
- Data on AY 17 – 18 available October 15.

# “Demystifying the Path” to tenure and promotion

- Promote transparency and clarity through published documents and workshops for candidates and reviewers.
- Strengthen trust in evidence-based evaluation process by working with academic units to ensure that criteria are clearly articulated in policy documents and (optional) to create profiles of successful candidates in time for 19 – 20 review cycle.
- Work with academic units to ensure quality of formative periodic evaluations (years 2, 4, 5). Assess and strengthen the culture of mentoring.
- Develop monthly meet-ups using NCFDD materials for faculty seeking promotion to provide support and accountability.

# “Demystifying [your own] Path”

## to tenure and promotion: what you can do

- Promote transparency and clarity through published documents and workshops for candidates and reviewers. **Remember: paper-based process; paper-based rules.**
- Strengthen trust in evidence-based evaluation process by working with academic units to ensure that criteria are clearly articulated in policy documents and (optional) to create profiles of successful candidates in time for 19 – 20 review cycle. **Obtain copies of policy documents on-line or from your chair / director.**
- Work with academic units to ensure quality of formative periodic evaluations (years 2, 4, 5). **Request and welcome constructive feedback.**
- Assess and strengthen the culture of mentoring. **Build out your mentor map.**
- Develop monthly meet-ups using NCFDD materials for faculty seeking promotion to provide support and accountability. **Log into NCFDD and watch for monthly workshops.**



# Materials Required for Performance Review (Years 3, 6)

- **Personnel Data Summary:**
  - Cover sheet and PDS Form (including candidate statement)
  - C.V.
  - Peer observations (if applicable)
  - Student evaluations (quantitative and qualitative data for all courses within the last 6 semesters)
  - Syllabi and major exams/assignments (all courses within the last 6 semesters)
- **Prior Years' Performance Review Letters** (if applicable)
- **External Review Material** (if applicable)
- **Five Significant Items in Teaching Effectiveness, Professional Growth, and Service**

# What to include in your WPAF

- **Significant items:** Probationary faculty may include accomplishments *since degree or within the last six (6) years (whichever is shorter)* as significant items. Faculty seeking promotion to “full” may include accomplishments since the awarding of tenure.
- **Significant items:** Candidates may append a single cover document (such as a letter from a journal editor) indicating the status of an professional growth significant item in the editorial or publication process.

# Writing an effective candidate statement

- Frame your statement to correlate with criteria for tenure and promotion as published in the university, college, and department policy files.
- Describe how your accomplishments meet the published criteria.
- Articulate and contextualize your accomplishments so that reviewers can understand the strength and value of the work. ***This is especially critical if you work in a specialized or interdisciplinary field that may not be legible to reviewers.***
- Include evidence of reflection and innovation over the arc of your career as a researcher and teacher.
- Articulate forms of service that may not be readily visible on your c.v. or in your significant items.

# Writing an effective candidate statement

*Suggestions for candidates in interdisciplinary, intersectional, mixed-methods, digital, translational, emergent or lesser-understood fields:*

- Think about your audience at all levels of review, including university reps from other colleges. Provide them the information they need to recognize your accomplishments appropriately.
- State that you are in an interdisciplinary+ field and **briefly** describe it: number of practitioners nationwide, leading institutions, **brief** history of the field.
- Identify how your interdisciplinary+ field fits within the research and curricular programs of the campus, including its relationship (if any) to other schools, departments, or colleges.
- Articulate your methodology as a practitioner and explain how it relates to your research and teaching.
- Explain how value is measured and recognized in your field.
- When you describe your professional growth accomplishments, explain the standing or significance of the venues where you publish your work in terms of their innovation or impact.
- Acknowledge published criteria for tenure and promotion and translate them into terms that make sense for your field.

# Late-add

- **Allows for new item or information to be added to the WPAF after the closing date.**

Eligible items: a grant or prize, notification that an article, manuscript, or equivalent creative activity has been accepted for publication or the equivalent; when a manuscript or article is delivered to the publisher and is “in press,” external review letters received after closing date.

***Not eligible: Revise and resubmit notices; items accessible before WPAF closing; internal letters of recommendation.***

# Response / rebuttal

- You may respond or rebut within 10 days of receiving an evaluation using the “Send response” feature in Interfolio.
- *It is not permitted to attach documents to a response / rebuttal. Additional information must be submitted through the late-add process.*
- *It is not appropriate to contact reviewing committees or administrators directly. Doing so jeopardizes the confidentiality and integrity of the process.*

# Additional tips

- If seeking promotion to Professor, *do not include significant items that date from before your last promotion.*
- In preparing your c.v., list all works in progress, specifying “under preparation,” “under submission,” “in press.”
- Follow the recommended format for the “C.V. Template & Instructions” found on the [Evaluations](#) page, under “Performance Reviews: Information for Candidates” on the Faculty Advancement website. Incorporate in the C.V. and the PDS **brief** information on impact, selectivity, and significance of publications.
- For probationary faculty, obtain one (1) peer observation of teaching per year.
- In the One-of-a-Kind file: if a redesigned course is included among the five (5) significant items, be sure that the documentation provided illustrates the depth, creativity, and magnitude of the redesign.

# Candidate statement breakout groups



- Form a cross-college colleague group with two other workshop attendees.
- Share your statement with your colleagues.
- Ask them what in your statement needs to be more fully explained or articulated.
- Assess whether you have provided enough information to contextualize your accomplishments.



# Thank you

| College                            | RTP Representative | Contact Information  |
|------------------------------------|--------------------|--|
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