RTP & Periodic Evaluation for Probationary Faculty

Schedule, Processes, Procedures, Guidelines
Topics to be Covered

1. RTP vs PE
2. Evaluation Cycle
3. Evaluation Schedule
4. Website
5. Constituting Committees
6. Student Feedback Surveys
7. Interfolio Users & Groups
8. Validation
9. Recommendation Letters
10. PAF Filing
RTP/PR

Reappointment, Tenure, and/or Promotion

Also known as...

Performance Review (PR)

PE for Prob Fac

Periodic Evaluation (PE)
Tenure-Track Ranks

- Assistant Professor > Associate Professor w/ Tenure
- Associate Professor > Tenure Only OR Professor w/ Tenure
- Associate Professor w/ Tenure > Professor
- Professor > Tenure Only
- Professor w/ Tenure > ....

You can find more information here: fa.sdsu.edu/about/academic-ranks
RTP/PR

1. Dept/School Committee
2. Dept Chair/School Director
3. College Committee
4. Dean
5. UPTRP
6. Provost

*personnel decision

PE for Prob Fac

1. Dept/School Committee
2. Dept Chair/School Director

*no personnel decision

(Just formative feedback without consequence; an opportunity to improve before multi-level review.)
# Evaluation Cycle

<table>
<thead>
<tr>
<th>Year</th>
<th>Hired Fall 2023</th>
<th>Hired Spring 2024</th>
<th>Hired Fall 2022</th>
<th>Hired Spring 2023</th>
<th>Currently in 3rd Year</th>
<th>Currently in 4th Year</th>
<th>Currently in 5th Year</th>
<th>Currently in 6th Year</th>
</tr>
</thead>
</table>
Mentoring meetings are conducted in lieu of a periodic evaluation in a faculty member’s first year only. A mentoring meeting is to orient the faculty member in the academic year (typically the 1st semester) in which they were hired, because newly hired faculty do not have enough data at this stage in their SDSU-career to produce an adequate periodic evaluation. It is a meeting with their department chair/school director to set expectations, discuss resources, etc. When a probationary extension is granted, the mentoring meeting shall not be done again, as it is an orientation that need not be duplicated.
### Evaluation Schedule

<table>
<thead>
<tr>
<th>Name &amp; Department</th>
<th>Status</th>
<th>Rank</th>
<th>Appt Date</th>
<th>Current Yr of Srvc</th>
<th>Next PR</th>
<th>Next PE</th>
<th>Last PR</th>
<th>Last PE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allen, Jane</td>
<td>Tenured</td>
<td>Assoc Prof</td>
<td>8/15/2013</td>
<td>11</td>
<td>N/A</td>
<td>2025/2026</td>
<td>2020/2021</td>
<td>2018/2019</td>
</tr>
<tr>
<td>Allen, John</td>
<td>Tenured</td>
<td>Assoc Prof</td>
<td>8/26/2002</td>
<td>22</td>
<td>N/A</td>
<td>2026/2027</td>
<td>2006/2007</td>
<td>2021/2022</td>
</tr>
<tr>
<td>Doe, Jane</td>
<td>Probationary</td>
<td>Asst Prof</td>
<td>8/20/2021</td>
<td>3</td>
<td>2024/2025</td>
<td>TBD</td>
<td>N/A</td>
<td>2022/2023</td>
</tr>
<tr>
<td>Doe, John</td>
<td>Tenured</td>
<td>Assoc Prof</td>
<td>8/22/2018</td>
<td>6</td>
<td>N/A</td>
<td>2026/2027</td>
<td>2021/2022</td>
<td>2020/2021</td>
</tr>
</tbody>
</table>

*Department Chair/School Director - 30%. Next chair review is in 2023/2024.*

*In 2nd probationary year due to extension granted in 2023/2024 (parental leave); PE extended in 2023/2024 as well.*

- Multiple sources are pulled to generate; units help with accuracy.
- Probationary “extensions” are a lengthening of your probationary period, but are *denoted* on the schedule as repeating a year. Probationary periods are typically 6 years, and this way of recording it helps us not to exceed that 6 years.
- If faculty are in their 1st year, the schedule is typically asking for a mentoring meeting not a periodic evaluation, unless there are special circumstances that would warrant a periodic evaluation. Most faculty do not have enough data to be evaluated on in their first year.
Website

• 108 documents updated every AY
• Many of your answers reside here: fa.sdsu.edu
  • If a candidate is asking the question, look in the candidate section for an answer.
  • If a reviewer is asking the question, look in the reviewer section for the answer.
  • If you (staff) have a question, look in the staff section for the answer and/or ask your college RTP Rep.

• Peer Observations (NEW 16-page guide, includes templates, etc.)
• External Reviews (anyone can request an external review; see FA website>Performance Reviews: Additional Forms)
Constituting Committees

- A minimum of three (3) tenured faculty members are needed to constitute a peer review committee.
- For reappointment and tenure consideration, reviewers must be tenured faculty employees of any rank.
- For promotion consideration, reviewers shall have higher rank than those being considered for promotion.
- For post-tenure review, reviewers must be tenured faculty employees of any rank.
- For temporary faculty evaluations, reviewers must be tenured faculty employees of any rank.
- Faculty candidates being considered for promotion shall not serve on promotion or tenure committees.
- Faculty members may serve on more than one committee as long as they do not review the same faculty employee at more than one level of peer review in one academic year.
- A department chair or school director who makes a separate recommendation shall not participate as a member of the departmental peer review committee but may serve as an external member of another department or college committee.

Instructions for constituting committees can be found in Reviewer Guide and Staff Guide. FASS highly encourages committee elections to be held in the Spring. Staff should confirm eligibility before sending lists to FASS. Committees are now published on our website here.
Student Feedback Surveys

• Evaluation requirements are influenced by Explorance capabilities
• FAQs found here: my.sdsu.edu/faculty/faq
Interfolio

• **Staff Permissions found** [here](#)
  • College RTP Reps = Administrators
  • Administrative Coordinators = Case Managers
  • Case Managers do not have access to the activity log; please contact College RTP Rep or FASS if you need activity log information.

• **Faculty Permissions**

• **Users & Groups Features**

• **Templates**
  • Use the correct template
  • No alterations to templates, requirements, or criteria
Validation

• Who is responsible?
  • Staff? No
  • Department Chair OR Department Peer Review Committee Chair? Both are permitted. They can divide and conquer, or one can be designated.

• What if there is a change being requested by validator?
  • See validation checklist for appropriate changes.

• What if there is a change being requested by faculty member?
  • Validation is not to be used as an extension of the submission deadline. Reasonable changes can be made (i.e., incomplete/missed sections, incorrect upload). Use your best professional judgement, ask your associate dean, or FASS.
Recommendation Letters

• Two level checks done by FASS
• Sample vs Template
• Letters should respond to candidate request
• Undecideds (are allowed but not advertised)

• Corrected Copy vs Revised Copy
  • CORRECTED COPY – is used for minor editorial changes (i.e., procedural errors, incorrect cc, formatting, grammar). Date of the letter does not change. Old version is “hidden” in the file.
  • REVISED COPY – is used for substantive changes (i.e., a change in recommendation). Date of the letter changes. Original copy is preserved in the file.
For RTP/PR

• **Evaluative Letters**
  • Department/School Committee
  • Department Chair/School Director
  • College
  • Dean
  • UPTRP (if applicable)
  • Provost

For Periodic Evaluation

• **Evaluative Letters**
  • Department/School Committee
  • Department Chair/School Director

FASS is the custodian of the Official Personnel Action Files (PAF) for Tenured/Tenure-Track Faculty. There is no policy that states that departments or colleges must keep a Working Personnel Action File (WPAF).
Any Questions?

Office of Faculty Advancement and Student Success

Have a question and need to know who to ask?

FACULTY FAQs
STAFF FAQs

Contact College RTP Rep
Contact Kavalya Fletcher, FASS