RTP Performance Review Guide

Purpose of Review

Performance review or Retention, Tenure, and Promotion (RTP) review is required to attain retention during probationary status, tenure and promotion, and promotion to Full Professor. Retention reviewers must maintain a formative perspective, but retention is not granted if tenure is deemed unlikely to occur. Tenure and promotion reviews are more critical, provide ratings of performance, and include feedback explaining reasons for performance ratings.

RTP reviews have multiple steps of peer and administrator review and recommendations, ending with a decision by the Provost, as delegated by the President. See section "RTP Evaluation Steps" below for more information.

Performance reviews are established and regulated by [Article 15](#) and other provisions of the CSU-CFA Collective Bargaining Agreement (CBA)--pay special attention to 15.38-15.48. The procedures and standards for RTP are also established by University Policies [S15-7](#), [S15-8](#), [F12-6](#) & [S20-4](#). Usage of student evaluations of teaching are also regulated by the [SOTE/SOLATE Interpretation Guide](#).

Faculty Subject to RTP Performance Review

Faculty shall undergo review as follows:

- Retention: In the 3rd service year (or 4th if appointed with 2 years of probationary service credit).
- Tenure and Promotion: In the 6th probationary service year.
- Promotion to Full Professor: In the 5th year at Associate rank or later.

Early consideration for tenure and promotion is allowed. Probationary faculty must have already completed a retention review and shall not be scheduled for a special retention review to apply for early tenure and promotion. If interested in early review, consult with your chair or director to determine whether there would be department support in the process. Faculty Services consults with chairs and directors to establish early review cases.

Materials to be Submitted

RTP performance reviews require examination of a "full dossier," or extensive WPAF. Reviewers expect to see robust reporting of faculty accomplishments in the three categories of professional achievement: 1) teaching or academic assignment, 2) service, and 3) research, scholarship, and creative activities (RSCA). Evidence supporting career achievements should be entered in the faculty activities reporting (FAR) area of eFaculty (F180). There are strict deadlines for submitting the dossier and the subsequent review. There is also a short window for late-add submissions. See the [RTP Calendar](#) for more information.

Since the dossier is an expression of the unique faculty member's success during the period of review, entry of most items, while expected, is discretionary--faculty determine the materials necessary to establish their unique case. However, some items are required due to standards related to professional responsibilities and record keeping. While faculty are responsible for uploading all dossier items, these required items can be further divided into institutional records or faculty documents.

The distinction between institutional records and faculty documents is important because if a required institutional record is missing from the dossier, the evaluation timeline will be suspended until the item is uploaded by Faculty Services. This may delay the evaluation because the dossier must be returned to the first evaluation step when there are changes to the dossier's contents. Review is not suspended if required faculty documents were not provided by the faculty member due to deadlines imposed in the CBA.

Figure 1. Required Items by Tab: Institutional Record or Faculty Document.

Required Items by Tab	Inst'l Record	Faculty Doc.
Tab - Retention, Tenure, Promotion - Dossier Front Matter		
Chair's Detailed Description of Academic Assignment (sig/date)	x	
Tenure Clock Stop Memos (if any)	x	
Department RTP Guidelines (if any)	x	
Current Dossier Index		x
Tab - Appointment Letter		
Appointment Letter	x	
Tab - Prior Evaluations and Reviews		
Periodic evaluations and performance reviews as stated in S15-7	x	
Tab - Candidate's Narrative Statement		
Candidate's Narrative Statement		x
Tab - Curriculum Vitae (CV)		
Current CV		x
Tab - Classes Taught at SJSU, SOTE/SOLATEs, Syllabi, etc.		
SOTE/SOLATEs	x	
Syllabi - One per course title		x
Other teaching materials		x
Tab - Direct Observations of Teaching		
DIrect (Peer) Observations of Teaching	x	
Various Tabs		
Items from Service Credit Years		x
All other items		x

See the official RTP Dossier Format Guide, Part 6 of the [What Goes Where? Guide](#) for more detailed information on items expected and required for a performance review.

RTP Evaluation Steps

Department Level
A duly elected department personnel committee of tenured faculty with rank shall evaluate and provide statements to help the faculty member maintain or improve professional effectiveness and to explain their recommendations.

If the Department Chair is not part of the committee, the Chair may submit a separate recommendation as part of the evaluation process.

College Level
A duly elected college RTP committee of full professors representing college departments shall evaluate and provide statements to help the faculty member maintain or improve professional effectiveness and to explain their recommendations.

The Dean reviews all RTP submissions and makes independent recommendations.

University Level
A duly elected University Retention, Tenure, and Promotion Committee (URTP) of full professors representing colleges evaluates and dossiers and makes recommendations. URTP reviews all promotion and tenure cases, but among retention cases, it only reviews those with a negative recommendation or vote. Retention cases with only positive recommendations move directly to the Provost for review.

Provost Level
The provost is currently delegated by the President to make all RTP decisions. Decision letters are distributed to faculty by June 1 of each year.

Please see Figure 2 for a flowchart of RTP reviews.

Where to Get Help

If you have questions or concerns about the processes and procedures, please contact our Interim RTP Analyst, Lok Yu, lokhin.yu@sjsu.edu or eFaculty@sjsu.edu. If you have questions about policies or regulations governing periodic evaluations, please contact Senior Director of Faculty Services, James Lee, james.lee@sjsu.edu or 4-5866.

Figure 2. RTP Review Flowchart

RTP Performance Review Steps

1. Dossier Preparation, 2. Review Levels, 3. Late Add, and 4. Decisions

1 ---Prepare Dossier for Review---

- Faculty
  - Notify Faculty Services and Chair with Intent to Seek Early Review
- Faculty Optional Response to Chair's Description
- Faculty Optional Response to Unsolicited Materials
- Share Dossier --Dossier Opening--
- Organize & Review in eFaculty
- --Close Dossier-- Submit to committee in eFaculty, move to step 2
- Faculty Services Reports Decisions
- Chair/Director
  - Chair's Description of Academic Assignment
  - Unsolicited Materials to Chair

eFaculty: Faculty 180 dossier transferred to RPT

2 Faculty Services Releases Dossier to Department Level in eFaculty---

- Department Committee → Recommendations
- Chair/Director (If not on committee and is Full Professor) → Recommendations
- Faculty → Optional Response

----Faculty Services Releases Dossier to College Level in eFaculty----

- College Committee → Recommendations
- Dean → Recommendations
- Faculty → Optional Response

Retention Cases with Unanimous Positive Reviews at This Point Move Directly to Provost, bypassing URTP

----Faculty Services Releases Dossier to URTP in eFaculty----

- University Committee (URTP) → Recommendations Released in waves
- Faculty → Optional Response

3 _Updated Dossier in eFaculty_

Optional Late-Add Period Accepted materials are returned to department level to be reviewed again.

- Faculty
- Faculty notify Faculty Services of intent to submit (eFaculty@sjsu.edu) Submit Material in eFaculty
- Late Add Committee → _Decisions_
- Rejected Material Removed; Faculty Notified

4 ----Faculty Services Releases Dossier to Provost in eFaculty----

- Provost → _Decisions_
- Faculty → Optional Response
- Faculty Services → PAF