

A photograph of a university campus. On the left is a multi-story brick building with a modern glass-enclosed staircase. The foreground is a green lawn with a paved walkway. Several large, mature trees are scattered across the lawn, some with green leaves and others with hints of orange. The sky is blue with some light clouds.

Strategies for a successful RTP File: A Faculty Center Workshop for Candidates

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Where can I find information about the RTP process?

- 1. Your Department (Chair, colleagues)
- 2. Your College Associate Dean's Office (specific questions)
- 3. Colleagues who have been through the RTP process or who have served on RTP committees
- 4. The Faculty Affairs website: <https://www.csulb.edu/academic-affairs/faculty-affairs/evaluations>



Start here: RTP Instructional Memo

<https://www.csulb.edu/academic-affairs/faculty-affairs/instructions-for-reappointment-tenure-andor-promotion-candidates>

In the instructional memo, you will find:

1. RTP Policies
2. Information sessions
3. Deadlines
4. Mandatory Reviews and Optional Reviews
5. The RTP File
6. Open period
7. Additions to the file by the candidate after submission
8. Candidate response/rebuttal
9. External evaluation
10. Evaluators
11. Recommendation, Decision, and Approval Process
12. Notification to Candidate
13. Applicable policies and additional information





1. RTP Policies

First, which policies apply to me?

- Everyone is reviewed under 3 policies: Department, College, and University
- Based on implementation guidelines outlined by the Academic Senate, all faculty hired before 2024-2025 will be reviewed under prior university, college, and department RTP policies (i.e., policies aligned with PS 09-10). Please also see the update provided by the Executive Committee of Academic Senate and Faculty Affairs for further information on implementation of PS 09-10, if applicable.
- All faculty starting in 25-26 academic year will be reviewed under the new RTP policy
- For faculty members in a department without an approved policy, University and college policies will govern their reviews. There will be no governing department policy until a department policy has been formally approved at all levels: department tenured and probationary faculty, college faculty council, Dean, and Provost. Once a policy has been approved, it will become effective the following academic year.
- In 2026-2027, all revised University, College, and Department policies will be in effect. However, should you wish to be reviewed under the prior versions of policies during this year only, you may request that.



1. RTP Policies

<https://www.csulb.edu/academic-affairs/faculty-affairs/reappointment-tenure-and-promotion-rtp-policies>

- **New (2023-2024) University-Wide RTP Policy**

[https://www.csulb.edu/sites/default/files/2023/documents/PS 23-24 - University RTP Policy.pdf](https://www.csulb.edu/sites/default/files/2023/documents/PS%2023-24%20-%20University%20RTP%20Policy.pdf)

- **Collective Bargaining Agreement Article 15 (governs implementation)**

[https://www.calfac.org/contract/ - article-15](https://www.calfac.org/contract/-article-15)

- **College and Department RTP Policies**

Those that are finalized and approved can be found at:

<https://www.csulb.edu/academic-affairs/faculty-affairs/reappointment-tenure-and-promotion-rtp-policies>

If yours is not there, it may still be undergoing revision. Please check with your Chair and College Dean to be sure you have the correct information



What is different about the “new” (2023-2024) University-Wide RTP Policy?

- Aims to promote equity and allow flexibility in interpretation
- Values diversity, equity, inclusion, and access. Recognition of cultural/identity taxation
- Faculty mentoring and formative feedback emphasized
- Different forms of RSCA (Research, Scholarly, and Creative Activity) recognized
- All faculty must contribute to shared governance
- Emphasis on continuous professional development
- All faculty are evaluated in the same 3 areas (instruction, RSCA, and service). The weights assigned to each can vary by candidate's strengths and/or Department/College/University needs.

2. Information Sessions

What other workshops and sessions do we offer?

- **Avoiding Unintentional Bias: A Workshop for RTP Evaluators and Hiring Committees** (9/19, 12-2, zoom and 9/30, 10-12, Anatol Center)
- **Ideas for Equity in Department RTP Policies** (9/15, 10-12, Anatol Center and 10/2, 9-11, zoom)
- **Interfolio Open Lab Session** (9/18, 10-11, Zoom)
- **Promoting Equity in the Retention, Tenure and Promotion Review process: A Workshop for RTP Committee Members** (10/14, 10-12, Anatol Center and 10/20, 12-2, zoom)
- **Tenure-Track Faculty Evaluation 101** (Periodic Mini Evaluations and Professional Development Plans) (10/7, 10-11:30 and 10/21, 1-2:30, both on Zoom)

<https://www.csulb.edu/academic-affairs/faculty-affairs/workshops>



3. Deadlines

What are they?



2025-2026 RTP Deadlines

- 9/22 Candidate Files due to Department Committees
- 10/27 Department Committee & Chair Evaluations due
- 11/7 Deadline for rebuttal of Department/Chair Review (if any)
- 2/2 Deadline for College Committee Review
- 2/13 Deadline for rebuttal of College Committee Review (if any)
- 4/6 Deadline for Dean's review
- 4/17 Deadline for rebuttal of Dean's review (if any)
- 6/1 Provost's Review (Final decision)

4. Mandatory Reviews and Optional Reviews

- Mandatory: you must submit when you are up for reappointment (year 3) and tenure (year 6, including any service credit). If needed, you may request an extension from Faculty Affairs
- Optional: promotion (to full professor). 5 years after tenure. If you don't want to be considered, contact Faculty Affairs
- Optional: early tenure (5th year) and/or early promotion. See University RTP policy for guidelines. Submit notice of intent (August).



5. The RTP File

What do I put in it?

Candidate submits:

- Candidate status sheet
- Professional data sheet
- C.V.
- Narrative
- Index of supplementary materials
- Any additional documents required by your College and/or Department
- Student evaluation summaries
- Documented evidence supporting Instructional Activities, RSCA, and service
- Prior reviews (including mini-review)
- Rebuttals (if any)



6. Open Period

What is open period and how does it work?

- Open period allows other faculty, students, administrators, staff, and even the community to submit statements and opinions about the person being reviewed.
- Open period has a specific time frame each year. This year it is August 22 - September 12. Open period is announced when the Department Office posts a notice for candidates undergoing RTP action, inviting community members to contribute letters.
- Open period submissions cannot be anonymous, nor can they be solicited by the candidate.
- Candidates get 5 days notice before any materials are placed in their file. They are able to respond or rebut to any open period materials during the Open period.
- Open period material is to be placed in a separate section of the RTP file. You may only request removal of open period material because of inaccuracy.
- *Please note* - open period letters are not letters of support (most often letters about RSCA) solicited by the candidate. CSULB does not require external evaluations for RTP actions. If you wish to include external evaluations, you must solicit them yourself. They will be included in the “supplemental materials” section of your RTP file.



7. Additions to the file after submission

How can the candidate add new materials after submission?

Things you might add after submission could include new teaching evaluations, supplemental RSCA info (such as notice of an accepted publication)

These have to be approved by the College RTP Committee

When you include new materials, the entire file then returns to the Department Committee for their review before moving back into the rest of the review process

If evaluators find your file is missing information: at any point they may request the missing material. However, the addition of this material triggers the return to the level at which you should have provided the information in the first place.



8. Candidate Response/Rebuttal

- You will receive a copy of each review at each level. You are entitled to either respond (clarify) or rebut (challenge) the review. Each response or rebuttal will be placed into your file.
- At each level of review, you have 10 days from the day on which you receive the evaluation to respond or rebut.
- Responses and/or rebuttals do not extend the evaluation deadline.
- If you wish, you can also schedule a meeting to discuss the evaluation at any level.

Please note:

1. Responses/rebuttals should be addressed to the next level of review (i.e. if you want to respond to the Department review, you address your response to the College Committee)
2. If you receive a review late and do not have 10 calendar days before your file moves on to the next level of review, you are still allowed to take 10 calendar days to respond or rebut. However, your file must still move on through the process according to the original deadlines.
3. Just because you choose to rebut or respond does not mean you can include new materials. If you wish to include new materials, you must follow the steps discussed in #7 (previous slide).



9. External Evaluation

- External evaluations are NOT required at CSULB.
- Faculty who wish to solicit external reviews of the RSCA portion of their file may do so. To govern this process, they should follow “External evaluation of RSCA,” available on the Academic Senate website and at <https://www.csulb.edu/academic-senate/policy-statement-10-10-external-evaluation-of-research-scholarly-and-creative>
- Any party in the RTP Process (the Candidate, Chair, Dean etc.) can initiate external review of a file. Once this happens, a new section titled "Internal External Evaluation" is created in your Interfolio case.
- An external review can be requested at any point in the process, but this must be approved by the President and the candidate. This request must include a description of the special circumstances necessitating an external evaluation.
- This is

10. Evaluators

Who evaluates your file?

- Each file is evaluated by the following:
Department RTP
Committee, College RTP
Committee, Dean, and
Provost.
- Department Chair
evaluations are optional.



Interfolio

The platform we use for evaluations



Find our Step-by-step Interfolio guide here:
<https://www.csulb.edu/academic-affairs/faculty-affairs/interfolio-reference-guide-for-candidates>

Find Interfolio video tutorials here:
<https://www.csulb.edu/academic-affairs/faculty-affairs/review-promotion-and-tenure-interfolio>

Other tips

Start uploading material for evaluation as soon as you receive access to your candidate packet; do not wait until the deadline day to upload all material to avoid bottlenecking the system

Interfolio works best with the Google Chrome search engine

The Narrative

- Use your College RTP policy to get parameters for your narrative
- Be specific with your accomplishments (show outcomes)
- Remember committees like to see change over time
- Prepare a narrative that aligns with the order of materials included in your file



The Narrative – *Instruction and Instructionally-Related Activities*

- Instruction takes place in many contexts! Remember it can be in class, but also any other way you contribute to student success, including: chairing thesis or honors committees, independent study, involving students in RSCA, mentoring, and advising.
- Did you write any new classes, or update curriculum?

Remember to discuss these 3 principles that guide our values:

- Continuous professional learning
- Thoughtful reflection on and subsequent adaptation of instruction
- The use of instructional practices that foster student learning and the achievement of course goals





The Narrative - *Instruction and Instructionally-Related Activities*

- Demonstrate continuous professional learning (keep working on pedagogical practices). Did you attend workshops, participate in Faculty Center groups, or complete trainings?
- Discuss your use of formative assessment in your teaching (low-stakes ways to assess student progress and understanding that also provide you feedback on your work in class?)
- What summative assessments (checking student understanding and progress at the end of a course) do you use, why and how?

The Narrative - *How to Discuss Feedback on your Instruction*

Did you poll your students informally, or collect mid-semester feedback? If so, how did you use it to improve your evaluations?

Did you have a colleague or mentor observe you in the classroom?

Would you like to include any examples of completed student work? (Suggestion to also include assignment & rubric for grading)

Have you solicited any formative feedback? (For example, did you participate in a Faculty Learning Community, or the Faculty Formative Feedback Project, Beach Mentor or ASSET to gain more insight into your teaching?) If so, how did this affect your instruction?

Your SPOT scores (Student Perceptions on Teaching) are a mandatory part of your file. It is a good idea to address them. If you feel they could have been better, this is your opportunity to explain why (and more importantly to show how you worked to improve).

Remember, student evaluations can be biased due to environmental factors (course time, location, topic, modality etc.) and equity factors (i.e. students may evaluate women, BIPOC faculty, differently abled faculty differently based on their identity). If you believe your student evaluations are impacted in these ways, you are encouraged to discuss that in your file

Candidates who believe that their student evaluations have been impacted by any of these factors may choose to use their narratives to address their student evaluation scores. Candidates should also be aware that Provision 11.2 of the Collective Bargaining Agreement states that instructors may submit written rebuttals to student course evaluations when they believe that additional information is needed "or in the case of student bias." If such a rebuttal is submitted, it is incumbent upon the evaluating committee to review it.

The Narrative -

How to Discuss Mentorship as an Instructionally-Related Activity

- Mentoring students is an important part of what we do. Identify areas in which you did this (internships, theses, honors degrees, independent studies, graduate students)
- Did you participate in any mentoring programs? (UROP, BUILD, Honors)
- Did you participate in any professional development opportunities designed to improve mentoring practices (Beach Mentor)
- Did you make a special contribution to mentoring specific groups of underserved students?





The Narrative - *Research, Scholarly, and Creative Activity (RSCA)*

- Departments and Colleges set RSCA standards
- Highlight your RSCA accomplishments over time to show you have made sustained contributions
- Clearly articulate your contribution to your field/s
- Explain how your RSCA aligns with the job description for which you were hired and meets the needs of your department
- What internal and external grants have you received, at what levels, and what were the outcomes?
- What RSCA outputs can you discuss?
- Remember, always start with your Department policy for guidance

The Narrative -

Research, Scholarly, and Creative Activity (RSCA)

- Remember, we recognize a continuum of scholarship and RSCA can be much more than just traditional peer-reviewed publications. This includes: scholarship of engagement & scholarship of teaching and learning
- Does your RSCA involve students and/or promote student success? If so, discuss!



The Narrative - Service

- * faculty are expected to make meaningful service contributions
- For tenure, candidates often focus on Department and College service
- By promotion to full, candidates typically demonstrate university-level service as well
- Also can include service to the profession (journal editorship, etc.)
- Service can also be to the local community
- Tell us your role and list specific initiatives you worked on and outcomes they produced
- Give a sense of how much time and effort you put into this work
- Remember: cultural/identity taxation is recognized under our new RTP policy. If you performed additional service because of this, you are welcome to address that in your narrative.



Thank you for spending time with us today!

For questions, contact:

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- Somone Washington, Analyst, Faculty Affairs
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- Your Department Chair

