

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

	Hired Fall 2023	Hired Spring 2024	Hired Fall 2022	Hired Spring 2023	Currently in 3 rd Year	Currently in 4 th Year	Currently in 5 th Year	Currently in 6 th Year
2023/2024	Periodic Evaluation OR Mentoring Meeting		Periodic Evaluation	Periodic Evaluation OR Mentoring Meeting	Performance Review (3 rd)	Periodic Evaluation	Periodic Evaluation	Performance Review (6 th)
2024/2025	Periodic Evaluation	Periodic Evaluation OR Mentoring Meeting	Performance Review (3 rd)	Periodic Evaluation	Periodic Evaluation	Periodic Evaluation	Performance Review (6 th)	
2025/2026	Performance Review (3 rd)	Periodic Evaluation	Periodic Evaluation	Performance Review (3 rd)	Periodic Evaluation	Performance Review (6 th)		
2026/2027	Periodic Evaluation	Performance Review (3 rd)	Periodic Evaluation	Periodic Evaluation	Performance Review (6 th)			
2027/2028	Periodic Evaluation	Periodic Evaluation	Performance Review (6 th)	Periodic Evaluation				
2028/2029	Performance Review (6 th)	Periodic Evaluation		Performance Review (6 th)				
2029/2030		Performance Review (6 th)						

Mentoring Meeting

DISCUSSION ITEMS

Teaching

- Teaching methods – including course syllabi
- First semester classroom experience
- Teaching resources on campus
- Teaching schedules and loads for subsequent semester

Professional Growth

- Five-year plan, including grants and funding
- Establishing a program of research/creative endeavors (first semester experience)
- Research/creative endeavors resources on campus (e.g., SDSURF, UGP, GREW)
- Identifying other faculty members who might assist in research/creative activity agenda and long-range professional growth plans

Service & Other

- Service expectations
- Overview of RTP process
- Review materials required for periodic evaluation
- Department and college policy and governance documents

For IV Campus Faculty Only

- Support available from IVC
- Support available from San Diego campus
- Questions about joint appointments

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

Name & Department	Status	Rank	Appt Date	Current Yr of Srvc	Next PR	Next PE	Last PR	Last PE
Department Name								
Allen, Jane	Tenured	Assoc Prof	8/15/2013	11	N/A	2025/2026	2020/2021	2018/2019
Allen, John	Tenured	Assoc Prof	8/26/2002	22	N/A	2026/2027	2006/2007	2021/2022
<i>Department Chair/School Director - 30%. Next chair review is in 2023/2024.</i>								
Doe, Jane	Probationary	Asst Prof	8/20/2021	3	2024/2025	TBD	N/A	2022/2023
<i>In 2nd probationary year due to extension granted in 2023/2024 (parental leave); PE extended in 2023/2024 as well.</i>								
Doe, John	Tenured	Assoc Prof	8/22/2018	6	N/A	2026/2027	2021/2022	2020/2021

- 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.



Printing Evaluations & PAF Filing

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).

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



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

