August 23, 2011

To: Departmental RTP Committee Chairs
From: University RTP Subcommittee, Nathan Rank (Chair)
Re: Procedures and issues regarding two-year faculty reappointments

Recent revisions of University RTP Policy have included an option for Department RTP Committees to forward a recommendation for a two-year reappointment. The University Reappointment, Tenure and Promotion Subcommittee (URTPS) has evaluated RTP progress of several candidates after the two-year reappointment, and it submitted a report last spring to its parent committee (FSAC) with its observations. We wish to forward this information to you as you prepare your deliberations.

Candidates must be in the 2nd, 3rd, or 4th probationary year and have completed at least one year at Sonoma State University to be recommended for a two-year reappointment. Candidates may not nominate themselves. The Department RTP Committee must initiate the recommendation.

A two-year reappointment recognizes a candidate who has demonstrated strong progress in all areas of RTP evaluation. When it is well timed, candidates benefit from the reduced burden of reporting progress and accomplishments between RTP reviews. Similarly, RTP committees and administrators can concentrate their efforts on the other files and reduce their reviewing burden through the two-year reappointment. On the other hand, candidates and committees may lose continuity of evaluation through the break in RTP review. This is a crucial issue that Department RTP Committees should consider carefully, especially before recommending candidates in their 4th year, since the next review would be for tenure and promotion.

Recommendations to RTP Committees

- RTP Committee members should review the most current version of University RTP policy (http://www.sonoma.edu/UAffairs/policies/rtp.htm, dated August 22, 2011) before deciding whether to recommend a two-year reappointment. The policy has been revised multiple times in the past few years.
- Candidates should demonstrate progress in research and publication before being recommended for a two-year reappointment. The optimal time for a two-year reappointment is the third year.
- Candidates in their 4th year must have maintained high standards in all areas of RTP review to merit a two-year reappointment, since their next review is for tenure and promotion. The Department RTP committee must have no reservations about the candidate’s ability to satisfy expectations for tenure, since he or she will have no time for corrections.
- Candidates must still be evaluated during the two-year appointment. There must be two peer observations and SETEs from two classes for both years.

Overall, URTPS feels the two-year reappointment can be beneficial, but utmost care must be taken to recommend candidates already poised for success.