

2009-2010 Reappointment, Tenure and Promotion (RTP) Schedule

| PY=Probationary Year. Faculty who are going through the tenure-track (TT) are considered "probationary" faculty. | 1 1st & 2nd PY / 1st yr TT at SSU (see Note 1 on pg 2) | 2 2nd PY / 2nd yr in TT at SSU (see Note 2 on pg 2) | 3 3rd PY / 1st yr in TT at SSU (see Note 3 on pg 2) | 4 3rd PY-6th PY (see Notes 3 & 4 on pg 2) | 5 Promotion |
|--|---|---|---|---|---|
| Candidate's file declared complete for purposes of performance evaluation. Later insertion of material requires approval of campus Peer Review Committee. Dept. may require earlier submission of candidate's materials. | Candidate submits CV, 1-pg self-assessment of teaching effectiveness & professional activity, and 2 peer observations of teaching by Nov. 9, 2009 | Oct. 5, 2009 | Jan. 29, 2010 | Oct. 5, 2009 | Nov. 9, 2009 |
| Dept. RTP recommendation to Candidate. <i>(Candidate responds, requests meeting, or does nothing)</i> Dept. RTP Comm. forwards recommendation. | Nov. 30, 2009 <i>(Dec. 10, 2009)</i> Dec. 17, 2009 | Oct. 13, 2009 <i>(Oct. 23, 2009)</i> Oct. 30, 2009 | Feb. 12., 2010 <i>(Feb. 22, 2010)</i> Mar. 1, 2010 | Oct. 26, 2009 <i>(Nov. 6, 2009)</i> Nov. 13, 2009 | Nov. 30, 2009 <i>(Dec. 10 2009)</i> Dec. 18, 2009 |
| School RTP recommendation to candidate. <i>(Candidate responds, requests meeting, or does nothing)</i> School RTP Comm. forwards recommendation. | No action by Committee | Nov. 9, 2009 <i>(Nov. 19, 2009)</i> Nov. 25, 2009 | Mar. 12, 2010 <i>(Mar. 22, 2010)</i> Mar. 29, 2010 | Dec. 4, 2009 <i>(Dec. 14, 2009)</i> Dec. 18, 2009 | Feb. 16, 2010 <i>(Feb. 26, 2010)</i> Mar. 5, 2010 |
| Dean's recommendation to candidate. <i>(Candidate responds, requests meeting, or does nothing)</i> Dean forwards recommendation. | Jan. 19, 2010 <i>(Jan. 29, 2010)</i> Feb. 5, 2010 | Dec. 4, 2009 <i>(Dec. 14, 2009)</i> Dec. 16, 2009 | Apr. 9, 2010 <i>(Apr. 19, 2010)</i> Apr. 26, 2010 | Feb. 5, 2010 <i>(Feb. 16, 2010)</i> Feb. 22, 2010 | Mar. 15, 2010 <i>(Mar. 25, 2010)</i> Apr. 1, 2010 |
| Univ. RTP recommendation to candidate. <i>(Candidate responds, requests meeting, or does nothing.)</i> Univ. RTP Comm. forwards recommendation | No action by Committee | Jan. 22, 2010 <i>(Feb. 1, 2010)</i> Feb. 5, 2010 | May 7, 2010 <i>(May 17, 2010)</i> May 24, 2010 | Mar. 22, 2010 <i>(Apr. 2, 2010)</i> Apr. 16, 2010 | May 3, 2010 <i>(May 13, 2010)</i> May 20, 2010 |
| President notifies candidate of decision. | February 12, 2010 | February 12, 2010 | June 1, 2010 | June 1, 2010 | June 15, 2010 |

NOTES
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Notes

- 1 1st and 2nd year probationary faculty in their 1st year at SSU must receive notice no later than February 15, 2010 of:
 1) reappointment to a subsequent probationary year or 2) termination at the end of the academic year (CBA 13.12; RTP I.D.3.a)
- 2 2nd year probationary faculty in their 2nd year at SSU must receive notice by February 15th of
 1) reappointment to a subsequent probationary year or (2) a two-year reappointment or 3) a terminal year (CBA 13:12; RTP I.D.3.b)
- 3 3rd, 4th, & 5th year probationary faculty must receive notice no later than June 1, 2010 of:
 1) reappointment to a subsequent probationary year, or 2) a two-year reappointment, or 3) tenure, or 4) a terminal year (CBA 13.13; RTP I.D.5)
- 4 6th year probationary faculty must receive notice no later than June 1, 2010 of:
 1) tenure or 2) a terminal year (CBA 13.13; RTP I.D.5)

Column Notes

- 1 **1st and 2nd year probationary faculty** who are in their first year at SSU "shall consult with their departments in order to receive feedback, guidance, and assurance on the path to tenure and promotion. All such candidates will meet with their Department RTP committees, or their representatives, in the Spring semester no later than May 1st to discuss the candidate's progress...A one-page summary of this meeting, prepared collaboratively by the candidate and department representatives, shall be included in the candidate's subsequent WPAF." (RTP Policy I.D.4)
- 2-4 Candidates in their **second (2nd year at SSU), third, or fourth probationary years** may be recommended for a one-time 2-year reappointment if their department RTP committee determines they are making more than satisfactory progress toward tenure. (RTP Policy I.D.1.b)

Document Notes

The RTP Policy for Tenured and Probationary Faculty, Section I.D.5, provides the following table which summarizes the documents which should be submitted:

| Probationary Year | Years at Sonoma State in a Tenure Track Position | Document to Be Submitted | Highest Level of Review | Date of Presidential Notification (no later than) |
|-----------------------------------|--|---------------------------|-------------------------|---|
| 1 st | 1 st | Brief Evaluation Document | Dean | February 15th |
| 2 nd | 1 st | Brief Evaluation Document | Dean | February 15th |
| 2 nd | 2 nd | Full Evaluation Document | URTP | February 15th |
| 3 rd – 6 th | Any | Full Evaluation Document | URTP | June 1st |

Recommendations for Promotion are made separately from recommendations for tenure. Notification to the candidate by the President is June 15.