

<b><i>Affects:</i></b>	<b><i>Revised RTP policy says:</i></b>	<b><i>Explanation:</i></b>
Candidates, RTP committees	<i>Self-Assessment of Teaching (or Equivalent) and Professional Activities. (I.C.3.b and II.B.2.c.vi)</i>	The self-assessment has been broadened to include the candidate’s teaching & professional activities, such as scholarship and service.
Candidates, RTP committees	<p>a. <i>Candidates in their <b>first year in a tenure track</b> appointment at Sonoma State, and in their <b>first or second probationary year</b>, will receive a <b>brief</b> evaluation</i></p> <p>b. <i>Candidates in their <b>second probationary year</b>, and <b>the second year of a tenure track</b> appointment at Sonoma State, will receive <b>full</b> evaluations.</i></p> <p>c. <i>Candidates in their <b>third probationary year</b> and in their <b>first year</b> of a Sonoma State tenure track appointment will receive <b>full</b> reviews.</i></p> <p>d. <i>All other evaluations will follow the annual Sonoma State University RTP schedule as established by Faculty Affairs. (I.C.3.d, I.D.3, I.D.5)</i></p>	All candidates, except those in their 1 <sup>st</sup> or 2 <sup>nd</sup> PY and 1 <sup>st</sup> at SSU, now require full evaluations that go to all levels of review. Documents needed and timelines have changed, depending on the number of years in the tenure-track at SSU. See the RTP Calendar for dates and deadlines.
Candidates, Departments, RTP committees	<i>Candidates in their first year of a tenure track appointment 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 respective Department RTP committees, or their representatives, in the Spring semester no later than May 1<sup>st</sup> to discuss the candidate’s progress. In this meeting, candidates and representatives will discuss the Department’s criteria, SETEs and peer observations (or equivalent for librarians, counselors and SSP-ARs), scholarship, research and creative assignments, and service. A one-page summary of this meeting, prepared collaboratively by the candidate and department representatives, shall be included in the candidate’s subsequent WPAF. (I.D.4)</i>	Candidates in their 1 <sup>st</sup> & 2 <sup>nd</sup> PY, 1st yr in TT at SSU no longer will be reviewed twice in their first year. Instead of the second evaluation, they will meet informally with their department RTP committee about their progress and plans. A summary of this meeting goes to the WPAF so the candidate will be able to refer to it in his/her next review.

<p>Candidates, RTP committees</p>	<p><i>If the Department RTP committee finds that a candidate has made more than satisfactory progress toward tenure, it may recommend that the candidate be given a two-year reappointment. Before making such a recommendation consideration shall be given to whether the candidate would benefit from the annual review cycle. A one-time, two-year reappointment may be granted in the second, third or fourth probationary years. (I.D.1.b)</i></p>	<p>Candidates who are doing well can skip one evaluation cycle in their 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> years if their department recommends a 2-year reappointment and subsequent levels of review concur.</p>
<p>Candidates, RTP committees</p>	<p><i>The President, in consultation with the URTP Subcommittee, may grant a conditional one-year reappointment to a candidate who displays remediable deficiencies in the areas of scholarship or service. Explicit expectations for such remediation will be outlined in the reappointment letter. (I.I.6)</i></p>	<p>This will not extend the tenure clock.</p>
<p>Departments, RTP committees</p>	<p><i>Before initiating the review process, all Schools, academic Departments, and the Library shall provide the University RTP Subcommittee (URTP) with documents which describe in detail their evaluation criteria (consistent with II.A.I &amp; 2); the methods developed for use in collecting data for the consideration of reappointment, tenure, and promotion; and weighted values, if used, for the various criteria. (I.A.1 and II.A)</i></p>	<p><b>This requirement for departmental criteria is not new and is nearly verbatim from the previous policy.</b> Departments with existing criteria should forward them to FSAC. Those without criteria will need to develop such criteria and forward them to FSAC no later than <b>December 2, 2008</b>. Candidates in departments without criteria will be evaluated solely based on the University RTP policy. New departmental criteria will apply forward and not backward.</p>
<p>Departments, RTP committees</p>	<p><i>The departmental criteria will be reviewed by FSAC to ensure that they are consistent with this policy and the University mission. Department criteria will be accepted unless they are found to be inconsistent with this policy and/or the University Mission. If they are found to be inconsistent, FSAC will consult with the department to resolve the issue. Departments should regularly review their criteria to ensure their currency; any changes must be reviewed by FSAC in time for the next review cycle. (II.A.2)</i></p>	<p>FSAC will review the criteria and resolve any issues in the Spring, 2009. By Fall, 2009, all departmental criteria should be in effect. FSAC &amp; the Vice Provost will host workshops in Fall 2008 to discuss development of departmental criteria. Examples of existing departmental criteria will also be available.</p>

**A listing of the major changes, by section:**

- I.A.1. Development of school and departmental evaluation criteria [not new, nearly verbatim from old policy]
- I.C.3.b Candidate's self-evaluation includes teaching & professional activities.
- I.C.3.d Brief evaluations only for those 1<sup>st</sup> & 2<sup>nd</sup> year candidates in their first year at SSU.
- I.D.1.b Possibility of a one-time 2-year appointment in 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> PY.
- I.D.3 Documents needed and timelines may have changed, depending on # years in TT at SSU:
  - a. Candidates in their **first year in a tenure track** appointment at Sonoma State, and in their **first or second probationary year**, will receive a **brief** evaluation
  - b. Candidates in their **second probationary year**, and **the second year of a tenure track** appointment at Sonoma State, will receive **full** evaluations.
  - c. Candidates in their **third probationary year** and in their **first year** of a Sonoma State tenure track appointment will receive **full** reviews.
  - d. **All other evaluations** will follow the annual Sonoma State University RTP schedule as established by Faculty Affairs.
- I.D.4 Candidates in their first year of a tenure track appointment 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 respective Department RTP committees, or their representatives, in the Spring semester no later than May 1<sup>st</sup> to discuss the candidate's progress.
- I.D.5 The summary table of documents and timelines has changed.
- I.I.6 Conditional one year reappointment possible if deficiencies remediable.
- II.A.1 Each department shall develop criteria that will describe what is expected of candidates in all evaluation areas.
- II.A.2 The departmental criteria will be reviewed by FSAC to ensure that they are consistent with this policy and the University mission. Department criteria will be accepted unless they are found to be inconsistent with this policy and/or the University Mission. If they are found to be inconsistent, FSAC will consult with the department to resolve the issue. Departments should regularly review their criteria to ensure their currency; any changes must be reviewed by FSAC in time for the next review cycle
- II.B.2.c.vi Self-evaluation includes an assessment of the candidate's teaching, scholarship, service and professional activities.