

Retention, Tenure, and Promotion - Performance Review

Purpose of Review

Performance review or Retention, Tenure, and Promotion (RTP) review is required to attain retention during probationary status, tenure and promotion at the end of the probationary period, and promotion to Full Professor. Retention reviews must maintain a formative perspective, but retention is not granted if tenure is deemed unlikely to occur. Tenure and promotion and promotion to full professor reviews are more critical, provide ratings of performance, and include feedback explaining reasons for performance ratings.

RTP reviews have multiple steps of peer and administrator review and recommendations, ending with a decision by the Provost, as delegated by the President. See section "RTP Evaluation Steps" below for more information.

Performance reviews are regulated by [Article 15](#) and other provisions of the CSU-CFA Collective Bargaining Agreement (CBA)—pay special attention to [15.38-15.48](#). SJSU's procedures and standards for RTP are established by University Policies [S15-7](#), [S15-8](#), [F12-6](#) & [S20-4](#). Usage of student evaluations of teaching are also regulated by the [SOTE/SOLATE Interpretation Guide](#).

Faculty Subject to RTP Performance Review

Faculty shall undergo review as follows:

- Retention: In the 3rd service year (or 4th if appointed with 2 years of probationary service credit).
- Tenure and Promotion: In the 6th probationary service year.
- Promotion to Full Professor: In the 5th year (or later) at Associate rank.

Early consideration for tenure and promotion is allowed. Probationary faculty must have already completed a retention review and shall not be scheduled for a special retention review to apply for early tenure and promotion. If interested in early review, consult with your chair or director to determine whether there would be department support in the process. If they support your request, chairs or directors should send your name to Faculty Services to establish an early review case.

Materials to be Submitted

RTP performance reviews require examination of a "full dossier," or extensive Working Personnel Action File (WPAF). Faculty account for their job performance and provide evidence supporting their claims. Reviewers expect to see robust reporting of faculty accomplishments in the three categories of professional achievement: 1) teaching or academic assignment, 2) service, and 3) research, scholarship, and creative activities (RSCA). Evidence supporting career achievements should be entered in the faculty activities reporting (FAR) area of eFaculty (F180). See the official "RTP Dossier Format Guide," [Part 6 in the What Goes Where? Guide](#) for the official dossier organizing schema and list of required and expected documentation.

Since the dossier is an expression of each unique faculty member's success during the period of review, entry of most items, while expected, is discretionary—faculty determine the materials necessary to establish their unique case. However, some items are required due to standards related to professional responsibilities and record keeping. These required items can be further divided into institutional records and faculty documents (see Figure 1). However, faculty are responsible for ensuring that all dossier items are present. If they do not have possession of an institutional record, they should request it from their department staff, college office, or Faculty Services (eFaculty@sjsu.edu).

The distinction between institutional records and faculty documents is important because if a required institutional record is missing from the dossier, the evaluation timeline will be suspended until the item is located and uploaded by Faculty Services. This process typically delays the evaluation because the dossier must be returned to the first evaluation step whenever items are added to it. However, review is not suspended if required faculty documents are missing. This is due to a deadline rule imposed in the CBA (15.12.b): A specific deadline... shall be established by campus policy, at which time the Working Personnel Action File is declared complete with respect to documentation of performance for the purpose of evaluation. See the [RTP Calendar](#) for the dossier closing date.

Figure 1. Required Items: Faculty must ensure that these institutional records and faculty documents have been added to the dossier.

Tab	Required Items	Inst'l Record	Faculty Doc.
Retention, Tenure, Promotion - Dossier Front Matter	Chair's Detailed Description of Academic Assignment (signed and dated)	X	
	Tenure Clock Stop Memos (if any)	X	
	Department RTP Guidelines (if any)	X	
	Current Dossier Index		X
Appointment Letter	Appointment Letter	X	
Prior Evaluations and Reviews	Periodic evaluations and performance reviews as stated in S15-7	X	
Candidate's Narrative Statement	Candidate's Narrative Statement		X
Curriculum Vitae (CV)	Current CV		X
Classes Taught at SJSU, SOTE/SOLATES, Syllabi, etc.	SOTE/SOLATES (automatically uploaded to Faculty 180: faculty should check their completeness)	X	
	Syllabi - One per course title (may be uploaded to F180 by Faculty Services)		X
	Other teaching materials		X
Direct Observations of Teaching	Direct (Peer) Observations of Teaching	X	
All Other Tabs	Items from Service Credit Years		X
	All other items		X

Submitting

When you are ready to submit the dossier, do so under "Your Packets." After previewing and editing your items, click "Regenerate." Lastly, click the "Submit" button. Please refer to the [Submitting Your Packet](#) or [How to Preview and Submit a Packet](#) resources for more information.

RTP Evaluation Steps

There are strict deadlines for submitting the dossier and the subsequent review. There is also a short window for late-add submissions starting at the end of the fall semester. See the [RTP Calendar](#) for more information. Please see Figure 2 below for a flowchart of RTP reviews, from dossier creation to final decisions.

Department Level

A duly elected department personnel committee of tenured faculty with rank shall evaluate and provide statements to help the faculty member maintain or improve professional effectiveness and to explain their recommendations.

If the Department Chair is not part of the committee, the Chair may submit a separate recommendation as part of the evaluation process if they are of appropriate rank to be a peer reviewer.

College Level

A duly elected college RTP committee of full professors representing college departments shall evaluate and provide statements to help the faculty member maintain or improve professional effectiveness and to explain their recommendations.

The Dean reviews all RTP submissions and makes independent recommendations.

University Level

A duly elected University Retention, Tenure, and Promotion Committee (URTP) of full professors representing colleges evaluates and dossiers and makes recommendations. URTP reviews all promotion and tenure cases, but among retention cases, it only reviews those with a negative recommendation or vote. Retention cases with only positive recommendations move directly to the Provost for review.

Provost Level

The provost is currently delegated by the President to make all RTP decisions. Decision letters are distributed to faculty by June 1 of each year.

Where to Get Help

If you have questions or concerns about the processes and procedures, please contact our RTP Analyst, Anthony Hilton, eFaculty@sjsu.edu. If you have questions about policies or regulations governing performance reviews, please contact James Lee, Associate Vice President, Faculty Services, at james.lee@sjsu.edu or 4-5866.

Figure 2. RTP Review Flowchart

