


August 24, 2016

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Associate Vice President  
*Elna C. Green, Ph.D.*

**To:** Deans, Department Chairs, and School Directors

**From:** Elna C. Green, Ph.D.   
AVP/Faculty Affairs

**RE:** RTP information for AY 2016-2017

Linked to this memo are the materials for retention, tenure, and promotion (RTP) procedures during AY 2016-2017 Please share the calendars and the other linked materials with all candidates, so they understand the criteria, the processes, and the timelines for decisions. These materials should also be made available to RTP committee members, and to office staff who assist with RTP processes.

This memo and the linked materials are also available on the Office of Faculty Affairs website at [http://www.sjsu.edu/facultyaffairs/rtp\\_policy\\_quick\\_facts/](http://www.sjsu.edu/facultyaffairs/rtp_policy_quick_facts/)

- [Reminders to Deans, Chairs, Directors, and Staff](#)
- [Final calendars AY 2016-2017](#)
- Dossier Check-In Cover Sheets for [S98-8](#) and [S15-8](#)
- Guidelines for dossier preparation under [S98-8](#) and [S15-8](#)
- [Calendar and Guidelines for Late-Add](#)
- Senate policies [S98-8](#), [S15-7](#), and [S15-8](#)
- [RTP Timelines for S98-8 and S15-8](#)
- [Candidate's Declaration of Intent form](#)
- [Department RTP Committee Election Report](#)
- [F02-2 "Adoption of a New SOTE Instrument"](#)
- [F04-1 "Student Opinion Teaching Evaluation \(SOTE\) and Student Opinion Laboratory Teaching Evaluation \(SOLATE\) Interpretation Guides" \(Guides from 2004 & 1998\)](#)
- [F12-6 "Evaluation in Effectiveness in Teaching for all Faculty" and its amendment S13-5](#)
- ["Interpretation Guide for SOTE Results 2011"](#)

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Additional details:

- Make sure your RTP candidates are aware that dossier tabs for both S98-8 and S15-8 are available at the Office of Faculty Affairs and at the Center for Faculty Development.
- Make sure your RTP candidates are aware of the “Just in Time” workshops on dossier preparation scheduled for August 31 and September 1 (both to be held at noon in IRC 210).
- Make sure that your RTP candidates are provided copies of any approved departmental guidelines.

Thank you for your assistance with this crucial faculty process this year as we implement the new RTP policies S15-7 and S15-8.

c: President Papazian  
Provost Feinstein  
AVP Nash  
CFA President Rudy  
Assistant VP Strage