

RTP calendar and dossier guide
Committee formation
Lecturer evaluation
eFaculty
CHRS



James Lee, Senior Director, Faculty Affairs 3:30-4:15 pm

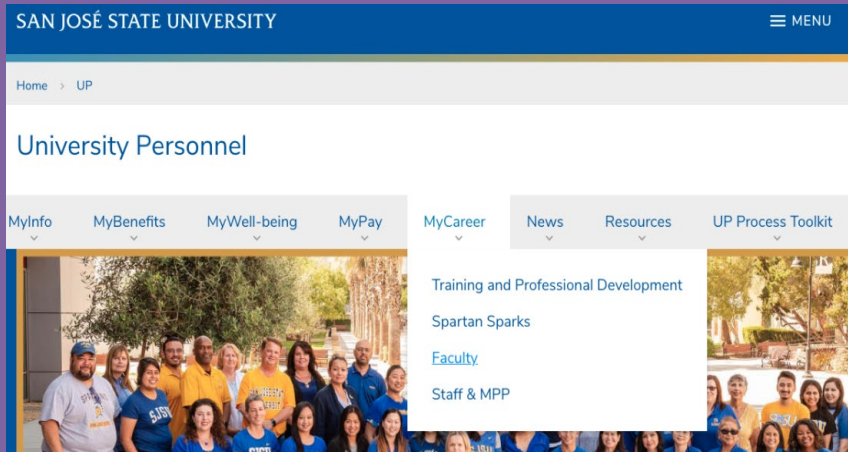
SJSU Chairs and Directors AY 20-21



RTP calendar dossier guide



Posted on the UP Website: <https://www.sjsu.edu/up/docs/what-goes-where-preparing-materials-in-efaculty.pdf>



Retention, Tenure, & Promotion (RTP)

RTP reviews are guided by university policies and the collective bargaining agreement between the CSU and CFA. Consideration for RTP is always provided by committees and administrators in review of a candidate's dossier of activities documenting fulfillment of their professorial duties.

Your dossier is assembled and reviewed online via [eFaculty](#).

Resources

- [Center for Faculty Development](#)
- [Center for Faculty Development Workshops](#)
- [COVID-19 Adaptations for SJSU Faculty](#)
- [eFaculty Dossier Preparation and Submission FAQs](#)
- [eFaculty Informational Workshop Video \(.mp4\)](#)
- [Extension of Probationary Period COVID-19](#)
- [Full Deadline Calendar for RTP \[pdf\]](#)
- [What Goes Where? Preparing Materials in eFaculty. \[pdf\]](#)



RTP calendar



MASTER CALENDAR FOR T/TT FACULTY PERFORMANCE REVIEW
Retention, Promotion and/or Tenure - AY 2020 - 2021¹

| AY 2020 - 2021 | Retention, Tenure, and Promotion Performance Review Activity | RTP Additional Material and LATE-ADD Activity | Participants |
|-------------------|---|--|--|
| Summer 2020 | 1. Distribute Requirement and Eligibility Lists 2. Cases prepared in eFaculty | | UP - FA |
| SEPTEMBER | | | |
| Tue, Sep 1 | Candidates report: 1. Changes to review type or policy 2. Intent to apply for Early Promotion and/or Tenure, Promotion to Full | | 1. & 2. Faculty to UP - FA and Chair ² |
| Fri, Sep 11 | OFFICIAL DOSSIER OPENING | | |
| Fri, Sep 11 | 1. Chair's Description of Candidate's Academic Assignment 2. Chairs begin review of/help with dossier | | 1. Chair to Faculty 2. Chair via eFaculty |
| Mon, Sep 14 | ---- | Unsolicited Materials for Dossier Submission Deadline | Student/faculty/other to Chair |
| Wed, Sep 16 | ---- | Chair Submits Unsolicited Materials with Explanation | Chair to UP - FA |
| Fri, Sep 18 | ---- | Acceptance or Denial of Unsolicited Dossier Materials | UP - FA to Faculty and Chair |
| Mon, Sep 21 | 1. Optional Response to Chair's Description Due | 2. Fall 2020 Course Information Uploaded to Dossiers | 1. Faculty & 2. UP - FA via eFaculty |
| Mon, Sep 28 | 1. "Regenerate" and Submit Dossier | 2. Candidate's Optional Response, Unsolicited Materials | 1. & 2. Faculty via eFaculty |
| Mon, Sep 28 | OFFICIAL DOSSIER CLOSING | | |



RTP calendar

| AY 2020 - 2021 | Retention, Tenure, and Promotion Performance Review Activity | RTP Additional Material and LATE-ADD Activity | Participants |
|-------------------|---|---|--|
| OCTOBER | | | |
| Thu, Oct 22 | Department Committee Recommendations | | Department Committee via eFaculty |
| Mon, Oct 26 | Department Level Recommendations (Committee and Chair) Due | | Chair via eFaculty |
| Tue, Oct 27 | DISTRIBUTE DEPARTMENT-LEVEL REVIEWS | | UP - FA via eFaculty |
| NOVEMBER | | | |
| Fri, Nov 6 | Submit Optional Response to Department Level Recommendations | | Faculty via eFaculty |
| Mon, Nov 9 | Dossiers released to College Level Reviewers | | UP - FA via eFaculty |
| DECEMBER | | | |
| Fri, Dec 4 | 1. College Committee Recommendations due 2. Report College Representative to Late Add Committee | | 1. College Committee via eFaculty 2. College Committee to UP - FA |
| Mon, Dec 7 | College Level Recommendations (College Committee and Dean) Due | | Dean, UP - FA via eFaculty |
| Tue, Dec 8 | DISTRIBUTE COLLEGE-LEVEL REVIEWS | | UP - FA via eFaculty |
| Mon, Dec 14 | ---- | OPEN LATE-ADD REQUEST PERIOD | |
| Mon, Dec 14 | ---- | 1. Charge Late-Add Committee 2. Email UP - FA to submit Late Add Items during period | 1. UP - FA with Late-Add Committee 2. Faculty upload via eFaculty |
| Fri, Dec 18 | 1. Optional Response to College Level Recommendations 2. Release "Unanimous Retention" Dossiers to Provost | | 1. Faculty to UP - FA 2. UP - FA via eFaculty |



RTP calendar

| AY 2020 - 2021 | Retention, Tenure, and Promotion Performance Review Activity | RTP Additional Material and LATE-ADD Activity | Participants |
|-------------------|--|---|---|
| JANUARY | | | |
| Tue, Jan 26 | ---- | CLOSE LATE-ADD REQUEST PERIOD | Faculty to UP - FA, upload via eFaculty |
| Thu, Jan 28 | Charge URTP Committee; Release Dossiers to URTP | | UP - FA with URTP Committee |
| FEBRUARY | | | |
| Thu, Feb 4 | URTP Voting Day 1 "First Wave" (Retention; Tenure and Promotion) | | URTP Committee |
| Fri, Feb 5 | ---- | 1. Notices approving and/or rejecting Late-Add Requests 2. Distribute affected dossiers | 1. Late-Add Committee to Faculty 2. UP - FA to department committee |
| Thu, Feb 11 | URTP Voting Day 2 "First Wave" | | URTP Committee |
| Thu, Feb 18 | 1. URTP Voting Day 3 "First Wave" | 2. Department Committees Recommendations Due | 1. URTP; 2. Comm. Chair via eFaculty |
| Fri, Feb 19 | ---- | Department Level Rec.'s (Committee and Chair) Due | Chair via eFaculty |
| Thu, Feb 25 | URTP Voting Day 4 "First Wave" | | URTP Committee |
| MARCH | | | |
| Mon, Mar 1 | 1. Release URTP "First Wave" recommendations to faculty | 2. Optional Response to Department Recommendations | 1. URTP Comm.; 2. Faculty via eFaculty |
| Tue, Mar 2 | ---- | Release dossiers to college level | UP - FA via eFaculty |
| Thu, Mar 4 | URTP Voting Day 5 "Second Wave" | | 1. URTP Committee |
| Thu, Mar 11 | 1. Optional Response to URTP "First Wave" Recommendations 2. URTP Voting Day 6 "Second Wave" | | 1. Faculty via eFaculty 2. URTP Committee |
| Fri, Mar 12 | Release URTP "First Wave" to Provost | | UP - FA via eFaculty |
| Mon, Mar 15 | ---- | College Committee Recommendations Due | Committee Chair via eFaculty |



RTP calendar

| AY 2020 - 2021 | Retention, Tenure, and Promotion Performance Review Activity | RTP Additional Material and LATE-ADD Activity | Participants |
|-------------------|---|---|--|
| Tue, Mar 16 | ---- | College Level Rec.'s (Committee and Dean) Due | Dean via eFaculty |
| Thu, Mar 18 | URTP Voting Day 7 "Second Wave" | | URTP Committee |
| Thu, Mar 25 | URTP Voting Day 8 "Second Wave" | | URTP Committee |
| Fri, Mar 26 | 1. Release URTP "Second Wave" Recommendations to faculty | 2. Optional Response to College Recommendations 3. Release Late-Add Dossiers to URTP | 1. UP - FA & 2. Faculty via eFaculty 3. UP - FA via eFaculty |
| APRIL | | | |
| Thu, Apr 1 | URTP Voting Day 9 (Late Add) | | 1. URTP Committee |
| Tue, Apr 6 | Optional Response to URTP "Second Wave" Recommendations | | Faculty via eFaculty |
| Wed, Apr 7 | Release URTP "Second Wave" to Provost | | UP - FA via eFaculty |
| Thu, Apr 8 | URTP Voting Day 10 (Late Add) | | URTP Committee |
| Mon, Apr 12 | Release URTP Late-Add Dossier Recommendations to faculty | | UP - FA via eFaculty |
| Thu, Apr 22 | Optional Response to URTP Late Add Recommendations | | Faculty via eFaculty |
| Fri, Apr 23 | Release URTP Late Add to Provost | | UP - FA via eFaculty |
| MAY | | | |
| Fri, May 7 | Provost's Recommendations due to candidates | | Provost, UP-FA via eFaculty |
| Mon, May 17 | Optional Response to Provost Recommendations | | Faculty via eFaculty |
| JUNE | | | |
| Tue, Jun 1 | RELEASE PRESIDENT'S DECISIONS | | President, UP - FA via eFaculty |
| Mon, Jun 8 | WPAF to Personnel Action Files | | UP - FA to PAF |



RTP dossier guide



What Goes Where? Preparing Materials in eFaculty

All SJSU faculty are provided with an eFaculty account as part of the “one.SJSU” account suite. As you read this guide, you will see that eFaculty has components that help 1) faculty organize and report their activities, 2) administrative staff organize faculty evaluation materials (e.g., SOTE/SOLATES), and 3) peer reviewers and administrators review and make recommendations and decisions about faculty matters.

*This guide was developed primarily for faculty undergoing review. It represents a sweeping expansion of the **RTP Dossier Format Guide**, which is Part 6 here. Part 6 still serves as the official format guide for all RTP dossiers. In eFaculty, however, the conceptual layout of faculty professional responsibilities used for RTP dossiers may now be used for other purposes. We hope eFaculty becomes a tool you can use to more efficiently and effectively tell your story.*

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Committee formation



Department Personnel (Review) Committees

Departments may use one or more committees for all functions below.

Tenure Line Faculty

1. Recruitment^U
2. Performance Reviews
 - a. Retention
 - b. Promotion & Tenure^{FC}
 - c. Promotion to Full^{FC}
 - d. Hire with Tenure and/or Rank^F
3. Periodic Evaluations
 - a. Mini Reviews (Periodic Evaluations)
 - b. Post Tenure Reviews^F
4. Difference in Pay Leaves^F

"Temporary" Faculty

1. Periodic Evaluations
 - a. Annual Evaluations (req. for full-time lecturers)
 - b. Cumulative Evaluation for 3 Year Appointment "Entitlement" (6th and 3rd year)
2. Range Elevation

Chairs. Recruitment chair. On PTR Committee. Chairs may always decline to serve and may write separate recommendations if ranking.

College Committee Representatives

1. RTP^F
2. Sabbatical Leaves^F

College-wide elections

1. University Retention, Tenure, and Promotion Committee (URTP)^F
 - a. Elects RTP Late-Add Committee
2. University Sabbatical Leaves Committee^F

Rank. Members of all committees above must be tenure line faculty. Most require tenure, some associate or full professor status. Probationary and FERP must gain approval from the President.

Confidentiality. All deliberations are confidential (including recommendations and vote). RTP committee members must sign a confidentiality agreement.

Elections. Membership on all committees above is determined by vote of probationary and tenured faculty only. Voting among faculty when at least one is not full rank requires using a secret ballot. (Elect full professors to higher level committees first. Fill lower committees if full is elected to higher committee). Google forms, Qualtrics (anonymous) polls, other electronic means allowed.

^U Untenured faculty allowed in some circumstances

^F Full professor rank required to evaluate an associate or full professor

^C Candidates for promotion may not serve on a promotion committee



Lecturer evaluation



- Committee rules are the same*
- Evaluate qualifications for and effectiveness in work assignment area(s) (Teaching/Research/Service)
- Annual evaluations
 - Spring
 - **Requires Department Committee for full-time (1.0 appointment)**
 - Once per appointment-more recommended
- Cumulative evaluations
 - Spring
 - Necessary to make eligible for 3-year appointment
 - "Satisfactory" or "Not Satisfactory"
 - 6th year AY or 3rd year of 3-year appointment
 - **Requires Department Committee**
 - Neither contract nor policy require annual + cumulative in any year
- Range Elevation (L-A / L-D)
 - Fall/Spring
 - Rank and Salary increase (5%+;equivalent to "P")
 - "Dossier"
 - Critical analysis, value brought to instruction or other duties
 - **Requires Department Committee**

** Don't forget that full-time lecturers gain sabbatical and DIP eligibility too.*





All multi-level faculty evaluations will be conducted in eFaculty.

Omnibus guide to using eFaculty: <https://www.sjsu.edu/up/docs/what-goes-where-preparing-materials-in-efaculty.pdf>

eFaculty Training and help: <https://www.sjsu.edu/up/mycareer/faculty/efaculty.php>

Figure 4. The “Activities” Tabs



eFaculty

Instructions for faculty are under the tabs in Activities

Faculty180, Faculty Activity Reporting (FAR), remains. Material is entered at any time.

► Review: Annual/Cumulative Evaluation of Lecturers

▼ Review: Lecturer Range Elevation

This section appears only in Range Elevation evaluations. It will not show in other review processes.

Upload the Index of the range elevation application in this section. Remaining items may be placed in appropriate sections of the 'Activities' page in Faculty180.

The following items are required for Range Elevation applications:

1. Index of all material in this packet*
2. Curriculum Vitae (CV)
3. All prior periodic evaluations for the period under review
4. Official SOTEs and SOLATEs
5. Direct Observations of Teaching
6. Narrative: Description and Evidence of Professional Growth and Development. Explain professional progress toward becoming a more effective lecturer—growth and development.
7. Evidence of activities and achievements that demonstrate merit and support range elevation (e.g., terminal degree earned, specialized knowledge/training, professional activities referred to in the narrative).

*eFaculty can generate an almost complete draft of the index after all material is entered, but the draft lacks entries for attachments or documented evidence that was not entered.

Semester

Start Semester

Add

► Review: Periodic Evaluation of Probationary Faculty - Mini Review

► Review: Periodic Evaluation of Tenured Faculty - Post Tenure Review

► Review: Retention, Tenure, Promotion - Dossier Front Matter

► Appointment Letter

► Prior Evaluations and Reviews

► Candidate's Narrative Statement

► Curriculum Vitae (CV)

► Academic Assignment and/or Teaching Effectiveness Narrative

► Classes Taught at SJSU

► Classes Taught at Other Institutions

SJSU

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Announcements & Help

Profile

Activities

Evaluations

Forms & Reports

Vitas & Disksheets

Administration

Faculty Search

Positions

Templates

Administration

Reports

Users & Groups

Review, Promotion and Tenure

Class

Templates

Administration

Reports

Users & Groups

► Review: Annual/Cumulative Evaluation of Lecturers

► Review: Lecturer Range Elevation

► Review: Periodic Evaluation of Probationary Faculty - Mini Review

► Review: Periodic Evaluation of Tenured Faculty - Post Tenure Review

► Review: Retention, Tenure, Promotion - Dossier Front Matter

► Appointment Letter

► Prior Evaluations and Reviews

► Candidate's Narrative Statement

► Curriculum Vitae (CV)

► Academic Assignment and/or Teaching Effectiveness Narrative

► Classes Taught at SJSU

► Classes Taught at Other Institutions

► Additional Student Evaluations

► Direct Observations of Teaching

► Other Evaluations of Teaching Effectiveness

► Assigned Time (e.g., Graduate Coordinator, RSCA, "Buyouts")

► Other Academic Assignment

► Service Narrative

► Committee Service to University Divisions

► University Service Not on Committees

► Academic Advising

► Student Supervision

► Service to the Community

► Service to the Profession/Discipline

► Membership in Professional Organizations

► RSCA Narrative

► Research, Scholarship, and Creative Activity (RSCA)

► Grants

► Honors and Awards

► Professional Development

► Professional Employment

► Consulting

► External Career Reviews

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Reviewers will use eFaculty too. They will use the new RPT module.

Home

My Tasks 4

3
Unread Tasks

James Lee
Lecturer Range Elevation Review | Justice Studies | Review

One or more users have submitted an FAQ.
FAQ

Your Files Are Ready to Download

Add Activity

Select from the dropdown list to create a record of your professional activities.

Select... Go

Review, Promotion and Tenure

Cases

Templates

Administration

Reports

Users & Groups

San José State University > Cases

Home

Your Packets

Faculty180

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Forms & Reports

Vitas & Biosketches

Administration

Faculty Search

Positions

Templates

Administration

Reports

Users & Groups

Review, Promotion and Tenure

Cases

Templates

Administration

Reports

Users & Groups

Send Case **Case Options**

Unit
Humanities

Template
Promotion and/or Tenure Review

Status
Select Status

Case Materials **Case Details** 1

Search case materials by title

Read Case

Expand All **Collapse All**

Download **Share** **Settings** **Move**

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

Faculty180 Vita **Locked** **View History** **Unlock**

Approved Late Add Materials **Locked** **Unlock**

Due: Jan 26, 2021

Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

You are asked to submit required items as part of this case. [View](#)



RPT reader

Direct-input information displays in the FACULTY180 VITAE.

Only populated tabs display.

Attachments are listed, select them to display them in the reader.

Packet Annotations

FACULTY180 VITAE

Retention, Tenure, Promotion Dossier

Attachments from Retention, Tenure, Promotion Dossier

Curriculum Vitae (CV)

Classes Taught at SJSU

Fall_2016_CA_60_01.pdf

Spring_2016_CA_173_01.pdf

Fall_2015_CA_60_01.pdf

Spring_2015_CA_173_01.pdf

Spring_2015_CA_173_02.pdf

Spring_2015_CA_178_01.pdf

Fall_2014_CA_172_01.pdf

Fall_2014_CA_172_02.pdf

Fall_2014_CA_175_01.pdf

APPROVED LATE ADD MATERIALS

DEPARTMENT COMMITTEE

DEPARTMENT CHAIR

DEPARTMENT LEVEL OPTIONAL RESPONSE

COLLEGE COMMITTEE

COLLEGE DEAN

COLLEGE LEVEL OPTIONAL RESPONSE

LATE ADD COMMITTEE

Curriculum Vitae (CV)

Fall 2014 - Ongoing

Classes Taught at SJSU

Fall 2019

| Semester | Course Prefix | Course Number | Section | Course Title | Enrollment | Credit Hours |
|-----------|---------------|---------------|---------|-----------------------|------------|--------------|
| Fall 2019 | CA | 180 | 01 | Individual Studies | 0 | 1 |
| Fall 2019 | CA | 180 | 02 | Individual Studies | 0 | 1 |
| Fall 2019 | CA | 180 | 03 | Individual Studies | 0 | 1 |
| Fall 2019 | CA | 180 | 04 | Individual Studies | 0 | 1 |
| Fall 2019 | CA | 190 | 01 | Field Work/Internship | 0 | 1 |
| Fall 2019 | CA | 190 | 02 | Field Work/Internship | 0 | 1 |
| Fall 2019 | CA | 190 | 03 | Field Work/Internship | 0 | 1 |
| | | | | | 0 | 7 |

Spring 2019

| Semester | Course Prefix | Course Number | Section | Course Title | Enrollment | Credit Hours |
|-------------|---------------|---------------|---------|-----------------------|------------|--------------|
| Spring 2019 | CA | 180 | 01 | Individual Studies | 0 | 1 |
| Spring 2019 | CA | 180 | 02 | Individual Studies | 0 | 1 |
| Spring 2019 | CA | 180 | 03 | Individual Studies | 1 | 1 |
| Spring 2019 | CA | 180 | 04 | Individual Studies | 0 | 1 |
| Spring 2019 | CA | 190 | 01 | Field Work/Internship | 0 | 1 |
| Spring 2019 | CA | 190 | 02 | Field Work/Internship | 0 | 1 |
| Spring 2019 | CA | 190 | 03 | Field Work/Internship | 0 | 1 |
| | | | | | 1 | 7 |

Fall 2018

| Semester | Course Prefix | Course Number | Section | Course Title | Enrollment | Credit Hours |
|-----------|---------------|---------------|---------|-----------------------|------------|--------------|
| Fall 2018 | CA | 180 | 01 | Individual Studies | 0 | 1 |
| Fall 2018 | CA | 180 | 02 | Individual Studies | 0 | 1 |
| Fall 2018 | CA | 180 | 03 | Individual Studies | 0 | 1 |
| Fall 2018 | CA | 180 | 04 | Individual Studies | 0 | 1 |
| Fall 2018 | CA | 190 | 01 | Field Work/Internship | 0 | 1 |
| Fall 2018 | CA | 190 | 02 | Field Work/Internship | 0 | 1 |
| Fall 2018 | CA | 190 | 03 | Field Work/Internship | 0 | 1 |
| | | | | | 0 | 7 |

Spring 2018

| Semester | Course Prefix | Course Number | Section | Course Title | Enrollment | Credit Hours |
|----------|---------------|---------------|---------|--------------|------------|--------------|
| | | | | | 0 | 7 |

Spring 2016

| Semester | Course Prefix | Course Number | Section | Course Title | Enrollment | Credit Hours |
|-------------|---------------|---------------|---------|-----------------------|------------|--------------|
| Spring 2016 | CA | 180 | 01 | Individual Studies | 0 | 1 |
| Spring 2016 | CA | 180 | 02 | Individual Studies | 0 | 1 |
| Spring 2016 | CA | 180 | 03 | Individual Studies | 0 | 1 |
| Spring 2016 | CA | 180 | 04 | Individual Studies | 0 | 1 |
| Spring 2016 | CA | 190 | 01 | Field Work/Internship | 0 | 1 |
| Spring 2016 | CA | 190 | 02 | Field Work/Internship | 0 | 1 |



To evaluate

Case Materials

Case Details 1

Reviewing ee

Department Committee [change](#)

Forward to

Chair Recommendation

Select Status

Send Case

Case Options

1 missing

| Form Name | Assignee | Actions |
|---|--------------------|------------------------------------|
| Promotion and/or Tenure Evaluation 7 required questions | Committee Managers | Manage Respondents |
| Committee Member Approval (Digital Signature) 1 required questions | Committee Members | Manage Respondents |
| Committee Member Approval (Digital Signature) 1 required questions | James Lee (You) | Fill Out Form |

Committee Members (2)

Email

Edit

Conversation (0)

Turn Off Comments

No Comments Yet

Add Comment

Promotion and/or Tenure Evaluation

AY 20-21 - UP - FA Central Repository - Google Drive

Administrators and committees use this form to report recommendations and voting, and to write evaluations explaining the ratings of each area of professional responsibility. Chairs/Directors and Administrators report their recommendations. Committee chairs report the committee's recommendations and votes in each area.

Overall Recommendation *

Please report the recommendation for this case using the ratings standards.

Promotion to Associate or Equivalent and/or Tenure

Excellent in either teaching or scholarship and at least Baseline in the other 2
OR Good in any 2 categories and at least Baseline in the 3rd

Early Promotion to Associate or Equivalent and/or Tenure

Excellent in 2 categories and at least Baseline in the 3rd

Promotion to Full Professor or Equivalent

Excellent in 2 categories and at least Baseline in the 3rd
OR Excellent in 1 category and at least Good in the other 2

Early Promotion to Full Professor or Equivalent

Excellent in 2 categories and at least Good in the 3rd

Select an option

Academic Assignment (Teaching and/or Other Assignments)

Unsatisfactory - The candidate has not documented teaching accomplishments that meet the baseline level as described below.

Baseline - The candidate has taught assigned courses that are well crafted and appropriate for the catalog description. The candidate has taken measures to correct any problems identified earlier in the career.

Committee Member Approval (Digital Signature)

Submit this form to signify approval of committee recommendation. *

- ☐ This is my digital signature on the committee recommendation.
- ☐ I abstained from committee deliberation on this case.
- ☐ I was absent from deliberation on this case.

Submit Form

Save Responses

Cancel

We will schedule training sessions and guides are in production.





SAN JOSÉ STATE UNIVERSITY

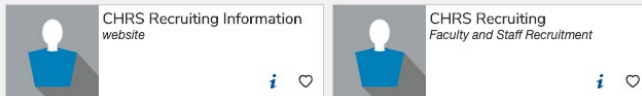


chrs

Browse Categories ▾

Search Results

Search Results: Tasks



Job Types

- All new tenure track jobs
 - Advertising
 - Committee Review
 - Hiring Documents
- New Lecturers (except in CPGE)
 - Create applicant pool ads
 - Your new “file drawer”
- Not rehires or reappointments (yet)

Superior for collecting hiring paperwork

- No more emailing
- Electronic signatures

We only take new faculty whose paperwork was submitted in CHRS (except CPGE)

Chairs have access without training. Admins should go to training.



Thanks!

james.lee@sjsu.edu

