

RTP Performance Review Guide

Purpose of Review

Performance review or Retention, Tenure, and Promotion (RTP) review is required to attain retention during probationary status, and tenure, and/or promotion later. Retention reviewers must maintain a formative perspective, but retention is not granted if tenure is deemed unlikely to occur. Tenure and promotion 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 scrutiny and recommendations, ending with a decision by the President (or Provost if designated by the President). See section "RTP Evaluation Steps" for more information.

Performance reviews are established and regulated by Article 15 and other provisions of the collective bargaining agreement (CBA) with faculty (pay special attention to 15.38-15.48). The procedures and standards for RTP are also 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 credit).
- Tenure and/or Promotion--in the 6th service year.
- Promotion to Full--in the 5th year at associate rank or later.

Early consideration for tenure and promotion is allowed by University Policies. Faculty wishing to undergo early consideration may not avoid the scheduled retention review. If interested in early review, consult with the chair or director to determine whether there would be department support in the process. UP - FS consults with chairs and directors to establish early cases.

Materials to be Submitted

RTP performance reviews require examination of a "full dossier," or extensive WPAF. Reviewers expect to see robust reporting of faculty accomplishments in the faculty activities reporting area of eFaculty (F180). Faculty should report and submit evidence of all teaching or academic assignment, service, and research, scholarship, and creative activities (RSCA). There are strict deadlines for submitting the dossier and for its subsequent review. There is a short window for late-add submissions. See the [RTP Calendar](#) for more information.

The remainder of this document should help with organizing the dossier. The [Center for Faculty Development](#) offers dossier preparation services to help faculty put forward their best case for advancement in the review process.

RTP Evaluation Steps

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.

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 reviews all RTP dossiers and makes recommendations for all cases reviewed by URTP. The provost is currently designated by the President to make decisions for uniformly positive retention cases.

President

The reviews all levels of recommendations for cases sent forward by the Provost. The President makes the final decision for retention, tenure, and promotion.

UP - Faculty Services generates an RTP calendar each year with deadlines associated with each major moment of retention, tenure, and promotion performance reviews. See the [RTP Calendar](#) for more information.

[Please see Figure 1 for a flowchart of RTP reviews.](#)

Where to Get Help

If you have questions or concerns about the processes and procedures, please contact our RTP Analyst, Junie Urbano, junie.urbano@sjsu.edu or 4-3235. If you have questions about policies or regulations governing periodic evaluations, please contact Senior Director of Faculty Services, James Lee, james.lee@sjsu.edu or 4-5866.

Figure 1. RTP Review Flowchart

