

Appendix 8

Retention, Tenure and Promotion (RTP) File: Purpose, Requirements, and Suggestions

The RTP file is comprised of three elements: 1) the working personnel action file (WPAF); 2) the dossier; and, 3) the supplemental evidence binder. Together, they serve as the repository for all documentation related to evaluation.

Your dossier is actually comprised of the following three documents:

1. Working Personnel Action File (WPAF).

Your WPAF which and contains your original vita and contract as well as a current vita, all reports from periodic and performance reviews, any reprimands, and your student evaluations of teaching (SETs). Your WPAF is maintained by the College and held in the College office. You have the right – and responsibility – to review it periodically and submit materials for inclusion (See FPPP section 7.1). The binder is provided by the college and stays in the college office.

2. Dossier.

The College Office will provide an individualized binder and organizational tabs for you to use as you build your dossier, upon request. Whether or not you elect to take advantage of this service, please be mindful that your evidence should be presented in an organized manner that aligns with the Table of Contents outlined below, based on FPPP. Additionally, please refrain from using plastic sleeves to protect your materials as they can impede the evaluation process.

The purpose of the *dossier* is to provide evaluators with the information and material necessary to accurately judge the candidate's performance in the areas listed herein, the *dossier* shall contain the following material (8.1.3.e). The FPPP (8.1.3.e) requires that dossiers shall contain a copy of department standards, a current Curriculum Vitae, a **narrative** that includes reflective statements on your teaching philosophy and professional growth and achievement, and **support materials**. The dossier is a relatively short accumulation of your work that will be carefully reviewed by the department, chair, college committee, dean, and provost during a performance review. This dossier binder is returned to you after a round of review is complete and should be routinely updated. Below you will find descriptions of the two components of the dossier, the narrative and the support materials.

The Narrative

According to FPPP 8.1.3.e.3, the narrative should provide a context for the reviewers to understand and evaluate the candidate's activities and achievements contained in the *dossier*. The candidate should use the narrative to highlight the scope and quality of his/her performance in all the areas to be evaluated, making the case that the performance under review has met or

exceeded expectations as stated in the Department standards, other sections of the FPPP, and the CBA. At a minimum, the narrative should include the following:

- A reflective statement on the candidate's teaching philosophy/ strategies/objectives and how these have impacted the candidate's teaching, (i.e., how these are evidenced in the candidate's classes, assignments, and other learning experiences provided for students), and
- A reflective statement on the candidate's professional development, describing what he/she does and why, how it has evolved and where it might be going in the next few years, and how it has impacted the candidate's teaching.

The candidate may wish to include additional brief annotations and comments throughout the *dossier* in the support materials.

The Support Materials

You should be strategic about the support materials you choose to include in the 1.5" dossier binder. For example, a quantitative and qualitative summary of student and peer evaluations should be included as support for your reflective statement about teaching.

Your complete SETs and peer evaluations are contained in your WPAF. Do not duplicate them in your dossier. Instead, summarize them into a table that displays means by item and course and include a few representative comments from students. Create a narrative analysis of the results. Identify areas of strength and areas of growth. Describe patterns that emerge over time.

Additionally, while it is required that you list the courses you have taught at Chico State, you are not required to include every syllabi of every course you have ever taught. Instead, you should consider including selected course syllabi or evidence of successful course instruction for illustrative purposes that support the reflective statement on your teaching philosophy.

Regarding your professional growth and achievement, you might include a selected exemplar publication or creative activity that exemplifies your summary of professional growth and achievement, but not include the printed version of all your publications or creative endeavors. When you address the integration of your teaching and scholarship, as required by the reflective statement on professional development, you might purposefully select a supporting document that demonstrates how your teaching has informed your scholarship and/or the ways in which your scholarly activity has contributed to your teaching.

Verification of service might include examples of work accomplished, verification of participation, or appointment letters.

The Supplemental Binder Index

Your support materials should also include an index of the evidence contained in your supplemental evidence binder. This ensures that, at every level of review, all contributions to the WPAF will be indicated. This supplemental evidence binder index, as well as the dossier table of contents will be included in the “Current RTP” section of your Personnel Action File (PAF) housed in the CME Dean’s Office.

It is important for you to be both selective and reflective in your dossier as you create your case for evaluation. Ultimately, promotion is based on individual performance, not on years of seniority.

Binder Requirements: 1.5-inch white, heavy-duty binder with a table of contents and tabbed dividers to clearly separate materials. The binder and organizing materials will be provided by college.

Format: CME provides the following Dossier Table of Contents to help you organize and format your materials. Please include the Table of Contents in the front of your dossier (see below) binder.

Table of Contents

Department Standards

Curriculum Vitae

Narrative

Reflective Statement on Teaching Philosophy

Reflective Statement on Professional Growth and Achievement

Support Materials

Instruction

List of Courses

Selected Syllabi

Summary of Student Evaluations of Teaching

Peer Evaluations

Comments and Interpretation of Instruction Support Materials

Summary of Professional Growth and Achievement

Summary of Other Contributions to the University and Community

Summary of Contributions to Strategic Plans and Goals of the Department, College, the Academic Plan of Academic Affairs, and University

Index for Supplemental Evidence Binder

3. Supplemental Evidence Binder.

This binder contains additional evidence that supports the case you make in your dossier. You should be selective in the evidence choices that you make. For example, you should include copies of course materials that support your teaching and copies of published works and/or conference presentations you are using as evidence of academic achievement. It's also important to include verification of service, such as letters of appointment to committees.

This supplemental evidence binder is held in the College office along with the WPAF and dossier and is used by the department- and college-level committees, the chair, and the dean to support, verify or clarify claims made in your primary binder. This supplemental evidence binder is returned to you after a round of review is complete and should be routinely updated. This binder remains in the College office unless requested as additional evidence to resolve questions or disputes resulting from previous levels of evaluation.

Binder Requirements: 3-inch white, heavy-duty binder with a table of contents and tabbed dividers to clearly separate materials.

- Copies of articles from publications
- Conference papers / presentations
- Selected book chapters or manuscripts
- Book, textbook and manuscript reviews
- Grant proposals awarded, technical reports, and project evaluations
- Evidence of other activities specified in your department's RTP standards, such as accreditation reports
- Samples of student work/feedback (redacted)
- Evidence of service, such as appointment letters
- Examples from courses such as assignments and rubrics

ADDITIONAL SUGGESTIONS AND TIPS

- Select and reflect. Choose the most illustrative and persuasive pieces of evidence to describe and support your case.
- Create an executive summary that highlights your accomplishments for the

current review period.

- Consult with your chair regarding dossier expectations. Ask for names of faculty members with dossiers that best represent department expectations. Seek out these faculty members for mentoring – ask to see their dossiers.
- Take time to create your first dossier. If you do it right the first time, you can use the basic structure all the way through your academic career at Chico State.
- Be strategic in your choices. No one wants to see a syllabus for every class.
- Choose your most representative work. For example, if you created a class from scratch, that would be an excellent syllabus to include, with a very short explanation of how the course came into being preceding it.
- Your dossier and the supplemental binder should work together. Structure them in a similar manner. List your publications in your dossier and include the manuscripts in the same order the supplemental.
- Dossier reviews must take place in the college office and there is not a computer available to reviewers. If you have a creative work that cannot be printed, provide it on a jump drive or point to its location on the Web (e.g., a video). Many computers no longer CD-ROMs, so avoid including CDs. If your exemplars are text based, please provide printed copies (of publications, conference papers, photographs of creative works).
- Keep your dossier on track. Use lots of bullets. Simplify. Make lists. Your main dossier should not be more than 50 pages. If you can't easily turn the pages in the binder because there is too much information, either whittle down the material or move some of it to the supplemental.
- There is no one right way to present a dossier. The dossier is a personal creation that reflects you and your teaching, research, growth, and service.
- Finally, remember your audience. During performance review, in particular, several people unfamiliar with your field and RTP document may review your dossier. You need to be factual and persuasive.