

RTP CHECKLIST ***for College/Dept/Unit use***

The below practices are followed by most units on campus; however they may vary slightly by college/unit. Please contact your AA/S for procedures specific to your college/unit. The sections below contain excerpts from the FPPP. For complete information, please refer to the entire section in the FPPP document at: <http://www.csuchico.edu/faaf/fppp/index.shtml>

Tenure Track PERFORMANCE REVIEW: Retention, Tenure &/or Promotion

- [] Dossier due to Department office/College office by deadline on RTP calendar.
- [] Department Committee meets with Candidate for interview after reviewing the WPAF (Dossier and PAF), and **prior to writing the report**. The Committee may suggest the Candidate add or delete materials to the Dossier and the material may be added. Minutes of the questions and responses shall be kept and will become part of the WPAF. No minutes on details of the committee's discussion or deliberations shall be taken (FPPP 4.2.1).
- [] File is officially closed and the File Closure Form is signed by Candidate & RTP Department Committee Chair.
- [] Prior to finalizing its *report* and endorsing it by a vote of the committee, the *Department/Unit Personnel Committee* shall consult with the *Department/Unit Chair* (if the Chair has elected not to participate as a member of the committee), with particular attention of all parties focused on attempting to resolve any differences that may exist in their contemplated *recommendations*. (FPPP 10.3.8).
- [] Department Committee writes their report, which includes a Summary Evaluation (Superior, Effective, Adequate, Inadequate), votes, and signs the report signature page. (Hyphenated Summary Evaluations are not acceptable, e.g. Effective-to-Adequate.)
- [] Depending upon College practices, either the Department office or College office will type/format the report and send the official copy to Candidate. Contact your AA/S for procedures specific to your College.
- [] Copy of Department Committee report is distributed to Candidate. (If the Department Chair is part of the Department RTP Committee, this report completes the Level I review and a memo would go to the candidate with this report notifying them of the 10 day response period.)
- [] If Department Chair is writing an independent report, the original report and report signature page are forwarded to the Department Chair.
- [] Department Chair reviews Department RTP Committee report, checks for completeness, consults with Department RTP Committee (see FPPP 10.3.11 for complete instructions).
- [] Department Chair prepares in-depth report, with Summary Evaluations, and signs the signature page. (Specific wording in the report is required by the Department Chair, see FPPP 10.3.12 for the wording and instructions.)

- [] Copy of Department Chair report is distributed to candidate with memo notifying them of their response timeline. Candidate has ten (10) days to respond to Level I reports.
- [] If any, response or rebuttal statements shall accompany the WPAF and also be sent to any previous Levels of Review (see FPPP 10.2.8 for complete instructions).
- [] The College *Personnel Committee* (or subcommittee) shall first determine whether or not the *reports* it has received on a faculty member have been adequately prepared. It shall also determine whether the *Department/Unit Chair* used data that were not available to the *Department/Unit Personnel Committee*. If either or both are so, the *report* shall be sent back to where it originated, and the review process shall be repeated. In any case, prior to finalizing its *report* and endorsing it by a vote of the committee, the *College Personnel Committee* shall consult with the College Dean and may consult with the *Department/Unit Personnel Committee* and the *Department/Unit Chair* (only if the Chair has elected to write a separate *report*), with particular attention of all parties focused on attempting to resolve any differences that may exist in their contemplated *recommendations*. (FPPP 10.3.14).
- [] College Personnel Committee prepares report, including Summary Evaluations, votes for or against the Report and Recommendation of the committee, and signs Report Signature page (see FPPP 10.3.15 for complete instructions). Specific wording in the report is required by the College Committee, see FPPP 10.3.15 for wording and instructions.
- [] Copy of college committee's report is distributed to candidate.
- [] The College Dean shall first determine whether the *reports* received have been adequately prepared. If not, the *reports* shall be sent back to where they originated with deficiencies noted in writing and the process of review will start again at that point in the review process. In any case, prior to finalizing his/her *report*, the College Dean shall consult with the *College Personnel Committee* and may consult with the *Department/Unit Personnel Committee* and the *Department/Unit Chair* (only if the Chair has elected to write a separate *report*), with particular attention of all parties focused on attempting to resolve any differences that may exist in their contemplated *recommendations*. (FPPP 10.3.18).
- [] Dean independently reviews and writes report and signs signature page. (Specific wording in the report is required by the Dean, see FPPP 10.3.19 for wording and instructions.)
- [] Copy of Dean's report is distributed to candidate with memo notifying them of their response timeline. Candidate has ten (10) days to respond to Level II reports.
- [] If any, response or rebuttal statements shall accompany the WPAF and also be sent to any previous Levels of Review (see FPPP 10.2.8 for complete instructions).
- [] After the ten (10) day rebuttal time has elapsed the College office will forward the original reports to the Provost via the Office of Faculty Affairs (Kndl 104), along with the original signature page, and any responses and/or rebuttals. If the Performance Review is for Retention, a current vita is attached to the reports. If the Performance Review is for Promotion or Tenure, the candidates Dossiers are forwarded to Faculty Affairs along with the reports.