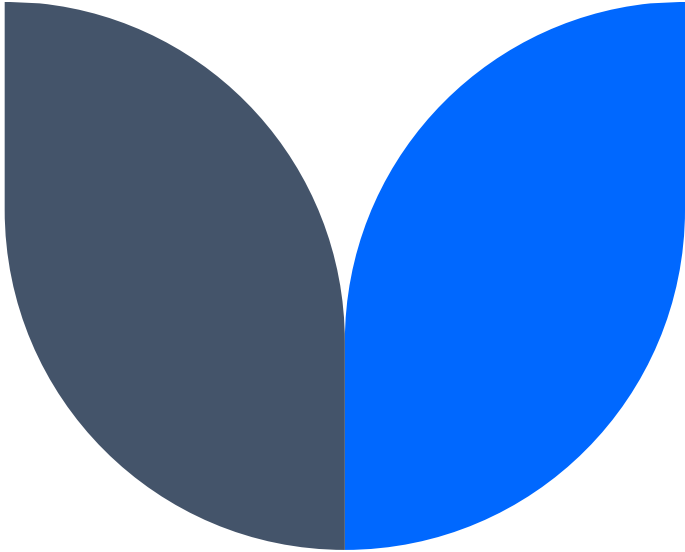
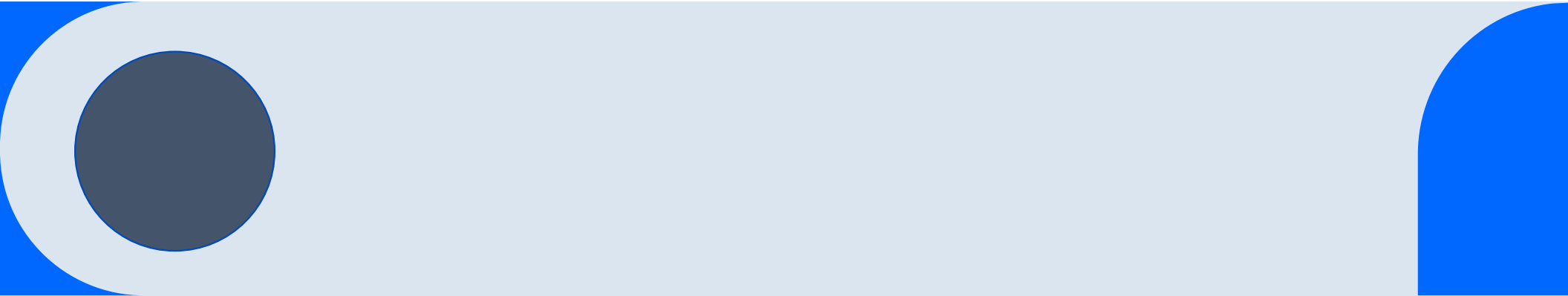




The RTP Process

Changes for 2026-27 and Tips for Box File Preparation



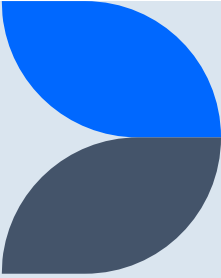
RTP Process: Foundational Documents

- [Collective Bargaining Agreement](#) (CBA)
 - Article 13: Probation and Tenure
 - Article 14: Promotion
 - Article 15: Evaluation
- [University Handbook](#)
 - Section 305: Retention, Award of Tenure, and Promotion
 - Section 306: Procedures for Periodic Evaluation of Faculty
 - Appendix G: Contents and Organization of the RTP File (WPAF)
- **Your Unit Criteria**
 - If you don't already have a copy, ask your Chair

Senate Resolution [252644](#):

Guidance on WPAF Contents and Timelines for Review

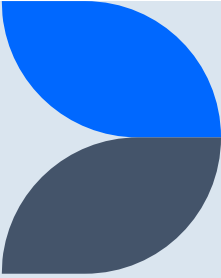
- Working Personnel Action File (WPAF) should be
 - thorough yet concise
 - representative rather than exhaustive



Changes for 2026-27

- **A personal statement is now required.**
- (It) provides a clear and organized narrative describing the faculty member's performance in each area of review for the current RTP cycle, addressing the applicable Unit RTP Criteria, highlighting accomplishments, and responding to prior evaluations where appropriate. (Handbook Section 305.5.2)
- Faculty narratives shall address each relevant criterion identified in the applicable Unit RTP Criteria. As a general guideline, narrative length may correspond to the number and complexity of criteria, often averaging approximately 1-2 pages per major criterion. (Appendix G; H2. Personal Statement)

Changes for 2026-27



- Reverse chronology only recommended in scholarship section.
- Descriptions of types of scholarship have been revised (Appendix G).
- The “3-inch binder” rule is gone.

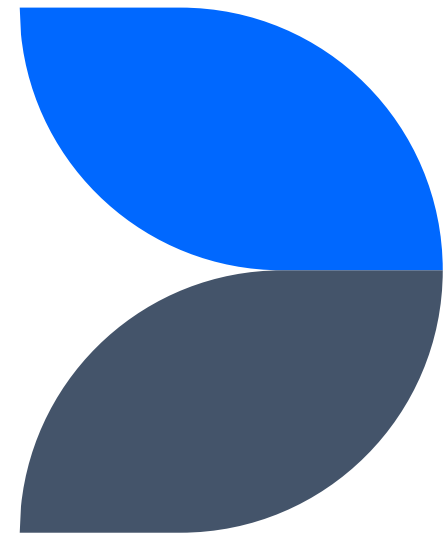
Your WPAF must include:

- A personal statement (**NOT** optional now)
- All prior evaluation letters and rebuttals
- All SOCs (see Section 305.4.2.10 for specific instructions by type of review)
- All classroom observations conducted during the review period (Section 305.5.2) as required by the Handbook (Section 305.4.2.7)

Tip #1:

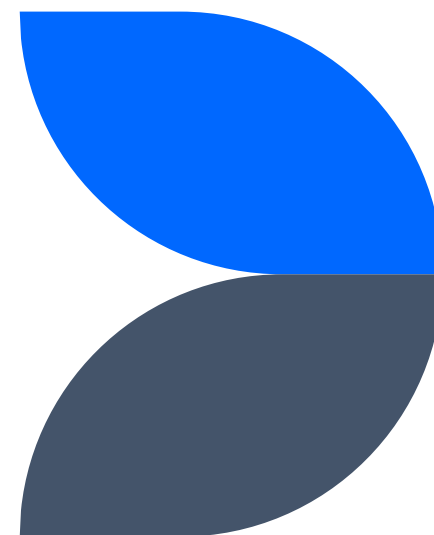
Know your Unit RTP Criteria well.

Many questions need to be answered at the department level based on Unit Criteria, discipline-specific expectations, and department practices



Tip #2:

The Personal Statement is no longer optional.



The Personal Statement

It's the best method to present your case and guide reviewers to your evidence.

Do:

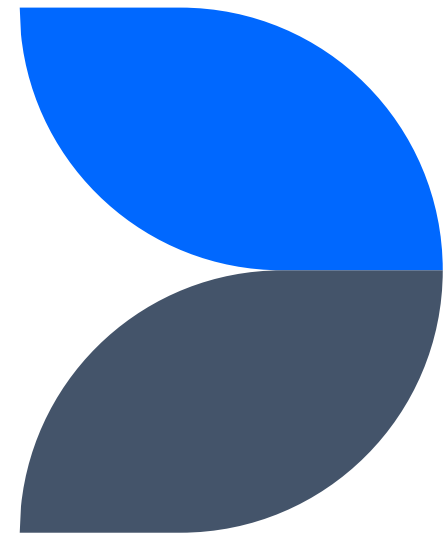
- Use it as a road map to describe your achievements.
- Use it to show how your evidence lines up with your Unit Criteria.
- Include Teaching, Scholarship, and Service.
- Present examples with citations from your Master Index.
- Use a trusted pre-reader, not only to catch typos/errors, but also to assess clarity.

Don't:

- Skip it. It's required now!
- Underestimate its value in the process.
- Include highly personal information.
- Use it as a vehicle to share other concerns.
- Ramble or submit an excessively long statement. How long is too long? Ask your Unit.
- Minimize or exaggerate.

Tip #3:

Include *meaningful* evidence that accurately represents your achievements.



Evidence

Do:

- Provide a Master Index
- Have sections for Teaching, Scholarship, and Service
- Label folders and documents descriptively
- Be “complete” – submit evidence to demonstrate satisfaction of each Unit Criterion

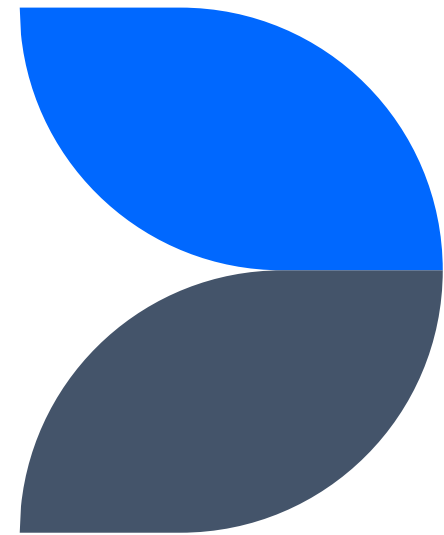
Don't:

- Include every document you produced
- Submit duplicate documents
- Use too many layers of folders to organize materials: “excessive nesting” requires many clicks to navigate your documents and is cumbersome for reviewers.
- Submit other faculty members’ materials as your own.

Tip #4:

**Organization, organization,
organization.**

Make it easy to review your file.



Teaching Effectiveness

- Organize by term
- Course materials
 - Syllabi, quizzes, exams, lecture notes, assignment instructions, rubrics, etc.
 - Graded materials (must remove all student names)
- Classroom observation (1 per year for TT faculty)
- All SOCIs
 - Include reflection on student feedback and how you used it to improve your performance
 - Inventory your SOCIs now. If you are missing any, contact your Dean's Office. Explain any SOCI administration issues or missing SOCIs in your file. Don't force your reviewers to discover the issue.
- Other items required by your Unit (ask now)
- If you have a large volume of materials, consider scanning some into single documents for ease of review

Scholarly & Creative Activity

- Highlight important achievements in your personal statement
 - Other levels of review (beyond your Unit) are not as familiar with the scholarly and creative activities of your discipline. You should provide explanations with that in mind.
- Provide evidence of your individual contribution to any group scholarship
 - Reviewers need this information to weigh your achievements; check with your Unit
 - Your explanation may be sufficient in some cases, but additional confirmation of your individual contribution is valuable to reviewers
 - Example: provide a letter/email from a co-author, co-presenter, etc.
- Refer to your Unit Criteria and be clear about how it applies to your scholarship

Service

- Use your Personal Statement to contextualize evidence
 - Explain your *contributions* in your service roles
- If your Unit Criteria identify levels of service, use those in your folder organization. Example:
 - Department
 - College
 - University
 - Community
 - Professional

Tip #5:

Write a rebuttal if indicated.

The rebuttal periods are there for you.



Rebuttals

- 10-day rebuttal periods follow each level of review
- Rebuttal letters are inserted into your RTP file and considered by subsequent levels
- Reasons to write a rebuttal
 - Offer clarifications of your evidence
 - Offer corrections to errors and/or omissions in evaluation letter
 - Create documentation trail for issues
 - Provide subsequent reviewers with a more accurate picture

Tip #6:

Stay within CSUB AI guidelines.

<https://www.csub.edu/its/security/ai-guidelines.shtml>



Use of AI

- No Handbook policy addressing use of AI in WPAF preparation
- Use of AI by reviewers is restricted under the Fair Employment and Housing Act (effective 10/1/25)





Last Tip!

When in doubt, reach out:

dboschini@csub.edu

zzenko@csub.edu

Your mentors and colleagues

Your Department Chair

