

Preparing your Working Personnel Action File (RTP File)

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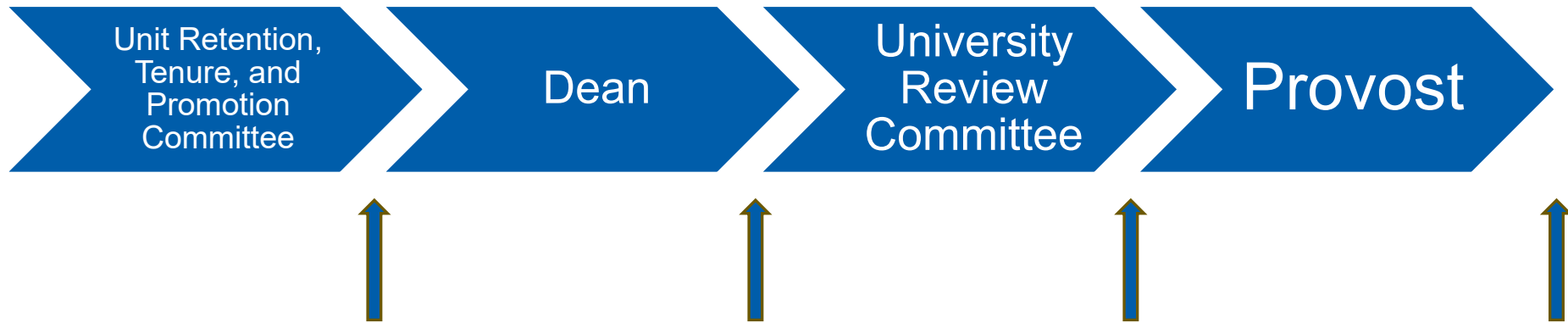
CHAIR OF THE FACULTY AFFAIRS COMMITTEE

(AND ALSO CURRENTLY PREPARING HIS OWN RTP FILE...)

Community Agreement, Questions, and Discussion

Tenure-Track Evaluation at CSUB

Policies: Collective Bargaining Agreement, University Handbook, and Unit RTP Criteria



Key Documents

- Collective Bargaining Agreement
- University Handbook
 - Several updates made in 2026-2027
- Unit RTP Criteria
 - **All faculty should be provided with a copy of evaluation criteria.**

Be Mindful of Deadlines

III. THREE THROUGH SIX-YEAR PROBATIONARY FACULTY BEING REVIEWED FOR RETENTION, TENURE, AND/OR PROMOTION AND TENURED FACULTY BEING REVIEWED FOR PROMOTION

This schedule pertains to all faculty being reviewed for **tenure, promotion, or tenure and promotion** and all faculty who are in their **third year or beyond** who are being reviewed for **retention**. (All second-year probationary faculty see second-year calendar, Section II).

September 14, 2026
Monday, 9:00 a.m.

Last opportunity for insertion of material in Working Personnel Action File / RTP File by anyone other than faculty member. **Files are available to all faculty being evaluated.**

Any material to be added to a file after this time by anyone other than evaluating committees, administrators, or the faculty member involved is to be given to the appropriate Dean who will make a copy immediately available to the faculty member and hold it for five days before inserting it into the file, unless the faculty member requests in writing prior to that time that the information be inserted earlier.

September 21, 2026
Monday, 5:00 p.m.

End of period in which faculty member has access to file and opportunity to insert material in the Working Personnel Action File / RTP File. **Files are declared complete** and are made **available to department committees** and department chairs.

*Faculty are to be given a copy of the recommendation before recommendations are forwarded to a subsequent level of review. This applies to all levels of review. Faculty may submit a written rebuttal statement or response and/or request a meeting be held to discuss the evaluation and recommendation **within ten (10) days** following receipt of the evaluation and recommendation.*

Rebuttals, responses, and/or discussions shall be limited to the issues raised in the evaluation or recommendations and shall be based only on material in the RTP file. A copy of the response or rebuttal statement shall be placed in the Working Personnel Action File / RTP File and will also be sent to all previous levels of review. This will not require that the evaluation timelines be altered.

I. POST-TENURE REVIEW

October 19, 2026
Monday, 5:00 p.m.

Last opportunity for insertion of material in Working Personnel Action File / RTP File by anyone other than faculty member. **Files are available to all faculty being evaluated.**

Any material to be added to a file after this time by anyone other than evaluating committees, administrators, or the faculty member involved is to be given to the appropriate Dean who will make a copy immediately available to the faculty member and hold it for five days before inserting it into the file, unless the faculty member requests in writing prior to that time that the information be inserted earlier.

October 23, 2026
Friday, 5:00 p.m.

End of period in which faculty member has access to file and opportunity to insert material in the Working Personnel Action File / RTP File. **Files are declared complete and are made available to department committees and department chairs.**

II. FIRST-YEAR PROBATIONARY FACULTY, FULL-TIME LECTURERS, AND PART-TIME LECTURERS APPOINTED FOR TWO SEMESTERS

First-year probationary faculty, **Full-Time Lecturers**, and **Part-Time Lecturers** appointed for two or more semesters are reviewed at the department and School levels during the Spring RTP Cycle. Temporary faculty with three-year contracts under Entitlement Article 12.12 shall be reviewed only in their third year, unless the faculty member requests a review in the first or second year. (*University Handbook* section 306.2.b.)

January 25, 2027
Monday, 9:00 a.m.

Last opportunity for insertion of material in Working Personnel Action File / RTP File by anyone other than the faculty member. **Files are available to all faculty being evaluated.**

Any material to be added to a file after this time by anyone other than evaluating committees, administrators, or the faculty member involved is to be given to the appropriate Dean who will make a copy immediately available to the faculty member and hold it for five days before inserting it into the file, unless the faculty member requests in writing prior to that time that the information be inserted earlier.

February 01, 2027
Monday 5:00 p.m.

End of period in which faculty member has access to file and opportunity to insert material in the Working Personnel Action File / RTP File. **Files are declared complete** and made available to **department committees.**

*Faculty are to be given a copy of the recommendation before recommendations are forwarded to a subsequent level of review. This applies to all levels of review. Faculty may submit a written rebuttal statement or response and/or request a meeting be held to discuss the evaluation and recommendation **within ten (10) days** following receipt of the evaluation and recommendation.*

Rebuttals, responses, and/or discussions shall be limited to the issues raised in the evaluation or recommendations and shall be based only on material in the RTP file. A copy of the response or rebuttal statement shall be placed in the Working Personnel Action File / RTP File and will also be sent to all previous levels of review. This will not require that the evaluation timelines be altered.

Takeaway

- All participants are expected to be engaged thoughtfully and responsibly.
- This process requires careful attention and respect from everyone involved.
- This process is labor intensive, serves a critical function, and can be isolating.
- You're not alone.

Preparing Your File

- The Personal Statement is **not optional**.
- Best Practice: Write a personal statement with in-text or parenthetical citations, or footnotes, that link directly to documents and folders within Box.
 - This can complement your Master Index.
- Best Practice: Write your personal statement following the order of your Unit RTP Guidelines

Preparing Your File (Appendix G in University Handbook)

- Log Sheet
- Access Sheet
- Master Index
- Assignments (courses taught, semester-by semester, and associated WTUs; include reassigned time).
- Current curriculum vitae
- Current Unit RTP criteria
- Current and previous RTP evaluations and recommendations (all levels), including rebuttals (e.g., separate subfolder)
- Personal statement
- Documentation of teaching performance
 - SOCs are not optional
- Documentation of scholarship/creative activities or professional growth
- Documentation of professionally related service
- Miscellaneous

Preparing Your File

- Best Practice: Organize your Master Index
- Best Practice: Address **every** RTP criterion, **every** time, even if you're not going up for tenure and promotion
 - If you make a claim of achievement, you put a certain level of responsibility on the Unit RTP Committee and Dean to address it.
 - If you fail to demonstrate an achievement, your Unit RTP Committee is expected to document this. You're expected to improve.
- Best Practice: Obtain clarification from Committee Members and Chair, in writing

305.6.3.C.

The unit RTP committee shall prepare a written evaluation and recommendation based on information in the PAF and WPAF. The evaluation shall address the criteria within the relevant unit RTP criteria document and clearly state whether expectations have been met within each area. When a committee determines expectations are not met in any area, the committee shall provide an explanation for this determination and shall clearly specify what improvements, achievements, or evidence would be required to meet the relevant unit criteria. The evaluation and recommendation shall be approved by a simple majority of the full committee. An abstention shall count as a negative vote.

Preparing Your File

- Be mindful of the University Handbook and recent updates
- Make the review process easy for the Unit Committee
- Proofread

Section 305.5

RTP FILES

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305.5.2

The Working Personnel Action File (WPAF, sometimes informally referred to as the RTP, PTR, or PEF file) shall be organized to provide a clear, structured, and representative record of the faculty member's accomplishments in relation to the applicable Unit RTP Criteria. Materials should be arranged to support a narrative explanation of performance in teaching, scholarly or creative activity, and professionally related service. The WPAF should be thorough yet concise, providing representative rather than exhaustive documentation sufficient for effective review. Faculty shall not be expected to include all artifacts or materials associated with their professional activities; rather, materials should be selected to demonstrate quality, impact, and alignment with Unit RTP Criteria.

305.4.2.10

THE RTP FILE

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A. Periodic Evaluation of Temporary Faculty (i.e., lecturers)

1. Materials shall represent the faculty member's work since the most recent WPAF submission, or since initial appointment if no prior review has been conducted. Materials should emphasize teaching effectiveness and any assigned duties, and should demonstrate performance in relation to assigned responsibilities and applicable evaluation criteria.
2. Lecturers seeking an initial three-year appointment shall include materials representing their overall body of work since initial appointment at California State University, Bakersfield, with emphasis on recent accomplishments, consistent with the comprehensive nature of such reviews.
3. Lecturers seeking a subsequent (renewed) three-year appointment shall include materials representing their work since the most recent WPAF submission, while also providing sufficient context to demonstrate sustained performance, development, and responsiveness to prior evaluations.
4. All SOCIs shall be included in a separate folder and shall align with the scope of the review:
 - i. For periodic evaluations without consideration of three-year appointment: SOCIs since the most recent review (or since initial appointment if no prior review has been conducted)
 - ii. For initial three-year appointment: all SOCIs since initial appointment
 - iii. For subsequent three-year appointments: SOCIs since the most recent WPAF submission.

B. Retention of Probationary Faculty

1. Materials shall represent the faculty member's work since the most recent WPAF submission, or since initial appointment if no prior review has been conducted, with emphasis on progress toward meeting the applicable Unit RTP Criteria in teaching, scholarly or creative activity, and professionally related service.
 - i. For the second-year review, the WPAF shall include all materials since initial appointment, including materials from the first-year review, to ensure that all levels of review have access to a complete record of the faculty member's performance to date.
2. All SOCI's collected since the initial appointment shall be included in a separate folder.
3. For multi-year probationary reviews, materials from prior review cycles may be included, and additional materials spanning multiple years may be incorporated as appropriate to demonstrate the faculty member's professional development, progress, and growth, particularly for levels of review that did not participate in earlier evaluations.

C. Tenure and Promotion of Probationary Faculty

1. Materials may represent the faculty member's body of work during the probationary period at California State University, Bakersfield, with emphasis on accomplishments during the most recent years and demonstration of sustained development and achievement across all areas of review.
2. With the exception of SOCI, materials included in the WPAF shall be representative rather than exhaustive. Faculty are expected to exercise professional judgment in selecting materials that best demonstrate their development, achievement, and readiness for tenure and promotion. The absence of individual documents shall not, in itself, be interpreted as a deficiency, provided that sufficient evidence is included to support a comprehensive and fair evaluation.
 - i. All SOCI collected since the initial appointment shall be included in a separate folder.

D. Promotion of Tenured Faculty

1. Materials may represent the faculty member's overall body of work, with particular emphasis on accomplishments since the final WPAF submission as a probationary faculty member, demonstrating sustained achievement, impact, and continued professional growth.
2. With the exception of SOCIs, materials included in the WPAF for promotion of tenured faculty shall be representative rather than exhaustive. Faculty are expected to exercise professional judgment in selecting materials that best demonstrate sustained achievement, impact, and continued professional growth. The absence of individual documents shall not, in itself, be interpreted as a deficiency, provided that sufficient evidence is included to support a comprehensive and fair evaluation.
 - i. All SOCIs collected in current rank shall be included in a separate folder.

E. Post-Tenure Review without Promotion

1. Materials shall represent the faculty member's activities and achievements since the most recent WPAF submission, with emphasis on continued engagement in teaching, scholarly or creative activity, and service, as well as plans for ongoing professional development.
2. With the exception of SOCIs, materials included in the WPAF shall be representative rather than exhaustive. Faculty are expected to exercise professional judgment in selecting materials that best demonstrate continued engagement, effectiveness, and professional development. The absence of individual documents shall not, in itself, be interpreted as a deficiency, provided that sufficient evidence is included to support a comprehensive and fair evaluation.
 - i. All SOCIs collected since the most recent review shall be included in a separate folder.

APPENDIX G: CONTENTS AND ORGANIZATION OF THE RTP FILE (WPAF)

The WPAF is intended to provide a structured, organized, and representative record of faculty accomplishments in relation to the applicable Unit RTP Criteria. Materials should be selected and organized to support a clear narrative explaining the faculty member's performance. The WPAF should be thorough yet concise and should include representative rather than exhaustive documentation. Faculty shall not be expected to include all artifacts or materials associated with their professional activities; rather, materials should be selected to demonstrate quality, impact, and alignment with Unit RTP Criteria.

Because Unit RTP Criteria vary across disciplines, the length and organization of WPAF materials may reasonably differ across units.

The scope of materials included in the WPAF shall align with the type of review being conducted. These shall be interpreted to be minimum requirements; faculty undergoing review may judiciously include additional material to demonstrate their effectiveness in achieving the Unit RTP Criteria.

Check your Personnel Action File!

These can be found in your Dean's office.

What to do after receiving feedback?

- Read.
- Digest.
- Put down for about 24 hours...
- Read.
- Rebuttal or response?

Rebuttals/Responses

- You have the right to write a rebuttal or response. Use it. You do not know whether you might need this in the future...
 - Example?
- Rebuttals or responses are placed into the RTP file and sent to all previous levels of review.
- Use this as an opportunity to correct the record. Be polite and respectful, but clear.
- If you made a claim, reinforce it.
- Do not introduce new evidence, but highlight evidence that you provided.
- <https://www.calfac.org/faculty-rights-tip-writing-rebuttals-to-evaluations/>

Responses

- Responses to evaluations can be useful and they do not have to be combative (like rebuttal might imply).
- These are opportunities to document your understanding, and plans for improvement.

Grievance Process

We hope the grievance process is not necessary, but if it is, then a strong file and strong preparation now will help you later.

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49 Days
Starts
Here

June 01, 2027
Tuesday, 5:00 p.m.

President's Decision. Deadline for letters to faculty members notifying them of
1) reappointment with tenure, 2) reappointment for an additional probationary year, or
3) reappointment to a terminal year. (*Faculty Handbook* section 305.1.6)

- **Handbook/Policy Feedback, Suggestions (2026-2027)**
 - zzenko@csub.edu
- **Faculty Affairs Contacts**
 - dboschini@csub.edu
- **CFA Contacts**
 - facrightschair.ba@calfac.org
 - kanthony@calfac.org