

Overview of Modifications to RTP Policy 1328: Instituting 2-Year Terms for Reappointments and Abbreviated Evaluations in Non-Action Years

Currently, candidates are initially hired with a 2-year appointment, followed by annual requests for 1-year reappointments culminating in a request for tenure. A comprehensive assessment, known as RTP, (aka “performance review”) is conducted at all levels of review by the DRTPC, Chair (if not a member of the DRTPC), Dean, URTPC, and President (Provost).

The proposed new abbreviated assessment process entails the awarding of reappointments in 2-year increments after a successful performance review. A streamlined focused evaluation (“periodic evaluation”) would occur in the first year of a 2-year reappointment. The “periodic evaluation” ends at the dean’s level and does not result in a personnel action. Rather, the expected outcome is to provide the candidate a brief written document with input and guidance in preparation for their performance review scheduled in the second year of the 2-year reappointment. The candidate should address such input and guidance in their RTP packet in the following period of review.

As more fully detailed in the revised 1328, the proposal introduces 2-year reappointments as the default term beginning in **AY 2012/22**. The DRTPC and/or other evaluators (e.g. department chair, dean, URTPC) may instead, however, recommend a 1-year appointment (and a performance review) if it assesses this option is in the best interest of the candidate. The Provost will consider such recommendation(s) at all levels of review before rendering a final decision.

Normally, the candidate will undergo performance reviews in their 2nd, 4th, and 6th probationary years and periodic evaluations in their 1st, 3rd, and 5th probationary years. The review in year 1 is also known as Pre-RTP. All candidates, including those who receive service credit, will have three performance reviews during their entire probationary period, as shown in the Charts below entitled *First Year of Implementation Will Be AY 2021/22*.

The 2nd and 4th year performance reviews are for consideration for a two-year reappointment (3rd-4th and 5th-6th probationary years). The recommendation to and consideration by the Provost who makes a final decision, may be for a one-year reappointment instead of two years; however, when it would be beneficial to the candidate to have another performance review in the following year instead of a periodic evaluation. If the Provost approves a one-year reappointment when recommended, then a performance review rather than a periodic evaluation will be required in the following year.

The 6th year performance evaluation is for tenure and promotion consideration.

Scenarios

Beginning in the Academic Year 2021-2022, the policy will be implemented following the Tables 1, 2 and 3 shown below:

Table 1. Six-Year Probationary Period (no years of service credit)

Candidates with no years of service credit and on probationary years 2 and 4 will undergo a performance review for consideration to a 2-year reappointment or 1-year reappointment. Candidates on probationary years 3 and 5 will undergo a periodic evaluation.

Probationary Year	Types of Review	Outcomes
1	Periodic evaluation for Guidance (Pre-RTP)	This is the first year of employment; Pre-RTP; Stops at Dean's level
2	Performance review (RTP) for reappointment to 3 rd and 4 th probationary years	Two years, or one-year reappointment if candidate is found to be in need of improvement
3	Periodic evaluation for Guidance	Stops at dean's level; no personnel action
4	Performance review (RTP) for reappointment to 5 th and 6 th probationary years	Two years, or one-year reappointment if candidate is found to be in need of improvement
5	Periodic evaluation for Guidance	Stops at dean's level; no personnel action
6	Performance review (RTP) for Tenure and Promotion consideration	T&P recommended, or terminal year granted

Table 2. Five-Year Probationary Period (one year of service credit)

Candidates with one year of service credit and on probationary year 3 will undergo a performance review for consideration to a 2-year reappointment, or 1-year reappointment. Candidates on probationary year 4 will undergo a periodic evaluation.

Probationary Year	Types of review and outcomes	Comments
1	Service credit	
2	Periodic evaluation for Guidance (Pre-RTP)	This is the first year of employment; Pre-RTP; Stops at dean's level
3	Performance review (RTP) for reappointment to 4 th and 5 th probationary years	Two years, or one-year reappointment if candidate is found to be in need of improvement
4	Periodic evaluation for Guidance	Stops at dean's level
5	Performance review (RTP) for reappointment to 6 th probationary year	Appointed to one-year reappointment

6	Performance review (RTYP) for Tenure and Promotion consideration	T&P recommended, or terminal year granted
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Table 3. Four-Year Probationary Period (two years of service credit)

Candidates with two years of service credit and on probationary years 4 and 5 will undergo a performance review for consideration to a 1-year reappointment.

Probationary Year	Types of review and outcomes	Comments
1	Service credit	
2	Service credit	
3	Periodic evaluation for Guidance (Pre-RTP)	This is the first year of employment; Pre-RTP; Stops at dean's level
4	Performance review (RTP) for reappointment to 5 th probationary year	Appointed to one-year reappointment
5	Performance review (RTP) for reappointment to 6 th probationary year	Appointed to one-year reappointment
6	Performance review (RTP) for Tenure and Promotion consideration	T&P recommended, or terminal year granted

First Year of Implementation will be AY 2021/22

*Only a few faculty members who begin their first appointment in Spring Semester must request appointment to a second probationary year.

	CANDIDATE APPLIES FOR		UNDER NEW SYSTEM	
Candidate Status in Fall 2021	Under Current System, Performance Review Occurs Annually	Under NEW Abbreviated Review Process, Performance Review Occurs Every Other Year (Default is 2-year Re-Appointment)	“Periodic Evaluation” (Abbreviated) – PY when Conducted	Performance Review – PY when Conducted
PY 1*	PY2	PY2	N/A	N/A
PY 2	PY3	PY3 & PY4	PY3	PY4
PY 3	PY4	PY4 & PY5	PY4	PY5
PY 4	PY5	PY5 & PY6	PY5	PY6
PY 5	PY6	PY6	N/A	PY6
PY 6	Tenure & Promotion	Tenure & Promotion	N/A	Next Promotion

The table below illustrates what happens in the first year once the new system is implemented. The bold box depicts a 2-year reappointment term after a successful performance review. The periodic evaluation year is shaded in “green.” The traditional performance review is highlighted in “blue.” Please note that the candidate’s first year at CPP is deemed to be the so-called “Pre-RTP” year and it is shown in “orange.”

For example, recently hired candidate (PY1) experiences their first year at CPP in AY 2019/20. The candidate begins their 2nd year (AY 2020/21) and submits their RTP packet requesting reappointment to their 3rd year (AY 2021/22). The candidate completes a performance review in AY 2020/21 satisfactorily and all levels of review recommend a 2-year reappointment to the candidate’s 4th **and** 5th years. Candidate then is provided with a periodic evaluation in the 4th year, followed by a performance review in the 5th year.

Depending on their PY status, candidates will enjoy one or two periodic evaluations during their stint at CPP. Please note that all candidates in their 6th year and seeking tenure thereafter will experience a performance review. Likewise, all other candidates regardless of their PY status will undergo a minimum of three performance reviews as indicated in the chart below.

2027/28						Tenure	
2026/27					Tenure	6th	
2025/26				Tenure	6th	5th	
2024/25			Tenure	6th	5th	4th	
2023/24		Tenure	6th	5th	4th	3rd	
2022/23	Tenure	6th	5th	4th	3rd	2nd	
2021/22*	6th	5th	4th	3rd	2nd	1st	
2020/21^	5th	4th	3rd	2nd	1st	N/A	
2019/20	4th	3rd	2nd	1st	N/A	N/A	
	PY4	PY3	PY2	PY1	(PY 20/21)	(PY 21/22)	

*Implementation Year for instituting 2-year reappointment; bold bordered box connotes 2-year reappointment

^An outreach educational campaign by way of RTP workshops will focus on explaining the New Abbreviated system that announces the 2-year reappointment term, distinguish between “performance reviews” and “periodic evaluations,” and define eligibility parameters.