Occupational Therapy Departmental Retention, Tenure and Promotion Guidelines

These departmental guidelines supplement the University RTP Policy S15-8

Guidelines are inclusive and not exclusive in nature. They shall not be used to exclude accomplishments from consideration that were unanticipated when the guidelines were created. When candidates submit genuine accomplishments that were not anticipated in the guidelines, the accomplishments will be assessed using the more general language of the policy on Criteria and Standards.

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leadership capacity in a professional organization can be seen by participating as a reviewer for conference proposals at professional conferences, professional publications such as Critically Appraised Papers (CAP) or Critically Appraised Topics (CAT) **OR** reviewing manuscripts for professional journals, **OR** serving on professional boards, for example: Psychiatric Occupational Therapy Association of California (POTAC), Occupational Therapy Association of California (OTAC), or serving on national committees such as those in the American Occupational Therapy Association (AOTA) or other related professional boards/organizations.

During the period of review, the candidate has documented significant influence at a high level, whether it be service to students, the University, the community, or the profession. Candidates who achieve an evaluation of "excellent" in service will generally have occupied several elected or appointed positions of leadership and will document multiple specific