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### **Materials to be Submitted**

RTP performance reviews require examination of a “full dossier,” (WPAF). Faculty account for their job performance and provide evidence. We expect to see robust reporting of faculty accomplishments in the following areas of achievement: 1) teaching or academic assignment, 2) service, and 3) research and creative activities (RSCA). Evidence supporting career achievements should be reported in the reporting (FAR) area of eFaculty (F180). See the official “RTP Dossier

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[Where? Guide](#) for the official dossier organizing schema and list of required and expected documentation.

Since the dossier is an expression of each unique faculty member’s success during the period of review, entry of most items, while expected, is discretionary--faculty determine the materials necessary to establish their unique case. However, some items are required due to standards related to professional responsibilities and record keeping. These required items can be further divided into institutional records and faculty documents (see Figure 1). However, faculty are responsible for ensuring that all dossier items are present. If they do not have possession of an institutional record, they should request it from their department staff, college office, or Faculty Services ([eFaculty@sjsu.edu](mailto:eFaculty@sjsu.edu)).



The distinction between institutional records and faculty documents is important because if a required institutional record is missing from the dossier, the evaluation timeline will be suspended until the item is located and uploaded by Faculty Services. This process typically delays the evaluation because the dossier must be returned to the first evaluation step whenever items are added to it. However, review is not suspended if required faculty documents are missing. This is due to a deadline rule imposed in the CBA (15.12.b): A specific deadline . . . shall be established by campus policy, at which time the Working Personnel Action File is declared complete with respect to documentation of performance for the purpose of evaluation. See the [RTP Calendar](#) for the dossier closing date.

**RTP PERFORMANCE REVIEW  
INSTRUCTIONS**

Figure 2. RTP Review Flowchart

