

CHECKLIST OF REQUIRED RTP DOSSIER RECORDS AND DOCUMENTS

This document assists with inspection and assembly of required items for RTP dossiers. It summarizes items **that you should see** in all dossiers. In the table below, the items are classified into 2 categories: institutional records and faculty documents.

If a required institutional record is missing from the dossier, the chair is responsible for adding it to the dossier before the dossier closing date (reach out to Faculty Services if having trouble locating an institutional record; eFaculty@sjsu.edu). Per the faculty collective bargaining agreement (CBA), **if any institutional record is missing, the evaluation process will be halted, and the dossier returned to the department until the missing records have been added.** However, if required faculty documents are missing, review will not be suspended because the CBA imposes a deadline—the closing date—for faculty documents. Innocently forgetting an item which is not an institutional record cannot be remedied like with institutional records.

Checklist of Required Items by eFaculty Tab: Institutional Record or Faculty Document?

| Required Items by Tab | Inst'l Record | Faculty Doc. |
|--|---------------|--------------|
| Tab - Retention, Tenure, Promotion - Dossier Front Matter | | |
| <input type="checkbox"/> Chair's Detailed Description of Academic Assignment (signed/dated) | x | |
| <input type="checkbox"/> Tenure Clock Stop Memos (if any) | x | |
| <input type="checkbox"/> Department RTP Guidelines (if any) | x | |
| <input type="checkbox"/> Current Dossier Index | | x |
| Tab - Appointment Letter | | |
| <input type="checkbox"/> Appointment Letter | x | |
| Tab - Prior Evaluations and Reviews | | |
| <input type="checkbox"/> Prior Periodic evaluations and performance reviews per S15-7 | x | |
| Tab - Candidate's Narrative Statement | | |
| <input type="checkbox"/> Candidate's Narrative Statement | | x |
| Tab - Curriculum Vitae (CV) | | |
| <input type="checkbox"/> Current CV | | x |
| Tab - Classes Taught at SJSU, SOTE/SOLATEs, Syllabi, etc. | | |
| <input type="checkbox"/> SOTE/SOLATEs | x | |
| <input type="checkbox"/> Syllabi - One per course title | x | |
| <input type="checkbox"/> Other teaching materials | | x |
| Tab - Direct Observations of Teaching | | |
| <input type="checkbox"/> DIrect (Peer) Observations of Teaching | x | |
| All Other Tabs | | |
| <input type="checkbox"/> Items from Service Credit Years | | x |
| <input type="checkbox"/> All other items | | x |

See the official RTP Dossier Format Guide, Part 6 of the [What Goes Where? Guide](#) for more detailed information on items expected and required for a performance review.