College of Education RTP Narrative Template
Reflection on Growth and Progress

In the space below, write a 750-1000 word reflection on your growth and development since the last period of review, and how your learning during this time contributes to your goals for continued progress. You may use subheadings to organize your reflection by Categories A, B, or C but please be sure to address how your activities across these areas incorporate a commitment to justice and equity.

SAMPLE PROMPTS

Questions to guide your thinking are included below (but your reflection need not be limited to responses to these:

Category A: Educational Performance

- What new instructional strategies have you developed or implemented? What have you learned and how you will apply this learning to future practice? How are these strategies culturally responsive / relevant / sustaining and designed to meet the needs of the diverse communities served by the COE?
- How has your knowledge of pedagogical theory or other ways that you've been inspired to examine your pedagogical practices expanded through reading, interaction with colleagues, or participation in professional development opportunities? How will you apply this new knowledge to your teaching?
- What were your greatest successes and what was most challenging in your teaching and advising practice during the period of review?
- What have you learned about your students and how do you respond to their needs

Category B: Professional Achievements

- Describe your ongoing agenda for activities in the area of professional achievement / common threads that tie your work in the area of professional achievements to longer-term or broader goals. What new knowledge have you gained that supports your work in this area during the period of review?
- What work have you recently submitted for review? (i.e. publications or proposals for conferences, grants or fellowships that you have submitted but on which a decision has not yet been received).
- Are you involved in activities that reflect ongoing efforts to develop future work? (e.g. example, writing projects for which substantive work has been completed and a target outlet has been identified, a grant application you are working on based on establishment of research or practice partnerships, pilot studies).

Category C: Contributions to the University

- Talk about the ways you are currently contributing to your program, division, college, and university.
- Faculty governance is a fundamental part of division, college, and university-level participation. In what ways do you plan to contribute to these efforts in the short-term and longer-term future?
- How has your engagement with communities and institutions outside Cal State LA impacted your contributions to the university? How do you hope to expand or continue this outside engagement?
- What leadership roles do you aspire to?

OPTIONAL Goal Setting Chart

If you choose, you may use a table (see sample for possible format) to describe and track progress toward specific goals in each category (maximum of 3 per category, please delete rows as needed). These may also be described in the text of your reflection narrative.

CATEGORY A			
Goal from Previous period of review	**Reflection on progress toward goal**	**New goal for next period of review**	**What resources or supports (personal or institutional, external or internal) do you need to meet your goals)**
1.			
2.			
3.			
CATEGORY B			
Goal from Previous period of revie	**Reflection on progress toward goal**	**New goal for next period of review**	**What resources or supports (personal or institutional, external or internal) do you need to meet your goals)**
1.			
2.			

3.			

CATEGORY C			
Goal from Previous period of review	**Reflection on progress toward goal**	**New goal for next period of review**	**What resources or supports (personal or institutional, external or internal) do you need to meet your goals)**
1.			
2.			
3.			

How to Prepare your College of Education RTP File

The review of tenured and tenure-track faculty (i.e. permanent instructional faculty) is an essential process that supports the growth and development of Cal State LA COE colleagues as community-engaged and service-oriented teachers and scholars. The RTP (Retention, Tenure and Promotion) process is key to upholding the positive traditions of academic freedom associated with tenure and faculty governance. Our COE is committed to engaging with this practice in a way that does not perpetuate other traditional aspects of faculty review that promote competition and hierarchy. Supporting individual faculty growth and development in a supportive manner encourages collective progress and positive impact.

Evaluation of CSU tenure track faculty in the College of Education must comply with our Collective Bargaining Agreement, following guidance stipulated in the Cal State LA faculty handbook (https://www.calstatela.edu/academicsenate/handbook/ch6a#permanent%20instructional). For periodic evaluation and performance review, you will prepare narrative documents that serve as your PAR (Personnel Accomplishments Report). Three main categories of review are included: Category A (Educational Performance), Category B (Professional Achievement) and Category C (Service to the University). Some sections of the file are required by Faculty Affairs (Cover Sheet, CV, Narratives for each category), but colleges have some discretion in determining the nature of narrative documents and the type and quantity of evidence required, outlined in ARTP (Appointment, Retention, Tenure and Promotion) documents.

Cal State LA uses the Interfolio system for RTP file submission. When you are due to submit a file for review, you will receive an email with a link to access your unique Interfolio page 30 days in advance of the due date for your submission. You will prepare necessary documents as PDF or Word.docx files and upload them to the site. The narrative templates developed for use in the College of Education are designed to help faculty document their work in each area and highlight their unique contributions to the Cal State LA community. Files submitted for periodic evaluations follow an abbreviated format and are reviewed only by the division level committee, the division chair, and the college dean. Files submitted for performance review are reviewed by a division level committee, the division chair, a college level committee, the college dean, and the Provost (as the President's designee).

Additional documents are automatically uploaded by the university as part of each faculty member's PAF (Personnel Action File)—official peer evaluations and previous written reviews, Student Opinion Surveys, and Individualized Professional Plans (if applicable). The following list includes the sections that appear on the landing page, and documents required in each section (please note that Periodic Evaluation files are abbreviated and not all sections are required).

Interfolio Sections (for Performance Review):

- **RTP Cover Sheet**
  - *fill in online (7 questions)*
- **Curriculum Vita**
  - *upload 1 file (PDF or Word.docx)*
- **PIF/PAR Reflection on Growth and Progress**
  - *upload 1 file (PDF or Word.docx)*
- **PIF/PAR Category A: Educational Performance**
  - *for Performance Evaluations, upload 5 files (PDF or Word.docx): 1 completed narrative template for Cat. A and 4 supporting pieces of evidence.*
  - *for Periodic Evaluations, upload 1 file (PDF or Word.docx): completed abbreviated version of the narrative template; no additional files are required.*
- **PIF/PAR Category B: Professional Achievement**
  - *for Performance Evaluations, upload 1 file (PDF or Word.docx): completed narrative template for Cat. B*
  - *for Periodic Evaluations, upload 1 file (PDF or Word.docx): completed abbreviated version of the narrative template.*
- **PIF/PAR Category C: Contributions to the University**
  - *for Performance Evaluations, upload 1 file (PDF or Word.docx): completed narrative template for Cat. C*
  - *for Periodic Evaluations, upload 1 file (PDF or Word.docx): completed abbreviated version of the narrative template,*
- **Index**
- **PAF** (university staff will upload these documents- Student Opinion Survey Results, Peer Observations of Instruction, Previous Written Evaluations, Individualized Professional Plans)

Interfolio Sections (for Periodic Evaluation):

- **RTP Cover Sheet**
  - *fill in online (7 questions)*
- **Curriculum Vita**
  - *upload 1 file (PDF or Word.docx)*
- **PIF/PAR Reflection on Growth and Progress**
  - *upload 1 file (PDF or Word.docx*
- **Index**
- **PAF** (university staff will upload these documents- Student Opinion Survey Results, Peer Observations of Instruction, Previous Written Evaluations, Individualized Professional Plans)

The following 2 pages of this document clarify which documents to upload to Interfolio:

RTP COVER SHEET

For both periodic evaluation and performance review:

- Follow directions on Interfolio—the RTP cover sheet consists of 6 questions answered using an online fillable form.

CURRICULUM VITAE

For both periodic evaluation and performance review:

- Upload a copy of your current, updated CV to Interfolio in the Curriculum Vita section. The guidelines provided by Faculty Affairs suggest faculty consider organizing their CV by the three categories of review (A, B, and C) but this formatting is not required.
- *Be sure to follow naming conventions for all files as stipulated by faculty affairs (see guidelines here: https://www.calstatela.edu/FacultyAffairs/ertp-interfolio)*
  For example: **Name CV_FA24** (use current term and descriptor)

PERSONNEL INFORMATION FORM (PIF) / PERSONNEL ACCOMPLISHMENTS REPORT (PAR) REFLECTION ON GROWTH AND PROGRESS TEMPLATE

For both periodic evaluation and performance review:

- Use the "COE Reflection on Growth and Progress Template" and upload a copy of the completed document to Interfolio in the Curriculum Vita section.
- *Be sure to follow naming conventions for all files as stipulated by faculty affairs (see guidelines here: https://www.calstatela.edu/FacultyAffairs/ertp-interfolio)*
  For example: **Narrative Reflection on Growth and Progress_ FA24**

PERSONNEL INFORMATION FORM (PIF) / PERSONNEL ACCOMPLISHMENTS REPORT (PAR) CATEGORY A: EDUCATIONAL PERFORMANCE

For performance review only:

- Use the "COE Category A RTP Narrative Template" and upload a copy of the completed document to Interfolio in the PIF/PAR Category A section. *Be sure to follow naming conventions for all files as stipulated by faculty affairs (see guidelines here: https://www.calstatela.edu/FacultyAffairs/ertp-interfolio)*
  For example: **Narrative Category A Educational Performance_ FA24**
- Upload **3** supplemental files in support of your teaching performance in Section 1, such as course syllabi, instructional materials, assessment methods, assignments (including field assignments), evidence of student work and accomplishments, and signed letters from students. Label these documents accordingly
  For example: **Syllabi_[course prefix/number]_SP24**
  Canvas Modules_[course prefix/number]_FA23
  Student Feedback_[course prefix/number]_2023-2024
- Upload **2** supplemental files in support of your related educational activities in Section 2, such as: surveys of student opinions of advisement, student mentoring, tutoring, field activities, etc.; written reports from the department/division chair or school director,

students, faculty, and/or other individuals with first-hand knowledge of the faculty member's activities; and other such documentation provided by the faculty member regarding participation in program assessment, curriculum development, and other related educational activities. Label these documents accordingly
For example: **Fieldwork Documentation_2023-2024**
Advising Record_FA23
Program Modification_[program prefix]_2023-2024

PERSONNEL INFORMATION FORM (PIF) / PERSONNEL ACCOMPLISHMENTS REPORT (PAR) CATEGORY B: PROFESSIONAL ACHIEVEMENT

For performance review only:

- Use the "COE Category B RTP Narrative Template" and upload a copy of the completed document to Interfolio in the PIF/PAR Category B section. *Be sure to follow naming conventions for all files as stipulated by faculty affairs (see guidelines here: https://www.calstatela.edu/FacultyAffairs/ertp-interfolio)*
  For example: **Narrative Category B Professional Achievement_ FA24**

PERSONNEL INFORMATION FORM (PIF) / PERSONNEL ACCOMPLISHMENTS REPORT (PAR) CATEGORY C: CONTRIBUTIONS TO THE UNIVERSITY

For performance review only:

- Use the "COE Category C RTP Narrative Template" and upload a copy of the completed document to Interfolio in the PIF/PAR Category C section. *Be sure to follow naming conventions for all files as stipulated by faculty affairs (see guidelines here: https://www.calstatela.edu/FacultyAffairs/ertp-interfolio)*
  For example: **Narrative Category C Contributions to the University_ FA24**

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For both periodic evaluation and performance review:

- Make a simple list of the individual documents you uploaded to Interfolio. For performance review this should list 9 documents, for periodic evaluation this should list 3 documents. You can name this document with your name, title, and the semester you submit your file. For example: **Name Index_FA24**