Prospectus, RTP, and Interfolio Workshop

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Faculty Affairs and Records

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Overview

• Department Personnel Standards
• Prospectus
• Retention, Tenure, and Promotion Process
• Interfolio Introduction
Department Personnel Standards

• The basis of all Retention, Tenure, and Promotion evaluations and recommendations

• “These standards… …shall indicate the specific range of activities and levels of performance necessary to meet requirements for positive retention, promotion, and tenure decisions.” (UPS 210.000)

• [http://www.fullerton.edu/far/evaluations/dept_personnel_standards.php](http://www.fullerton.edu/far/evaluations/dept_personnel_standards.php)
Prospectus

- Explanation of how you plan to meet the criteria for Retention, Tenure, and Promotion
- Describe your professional goals, areas of interest, resources required, and expected accomplishments in three areas
- Narratives for teaching, scholarship, and service are not to exceed 500 words each
- Due to your Chair by Wednesday, February 28
- Chair and Dean are to provide written feedback by May 1
- Prospectus must be included in Portfolio for all full performance reviews
- Be specific and realistic
- Recognize teaching is most important, try to integrate areas
Retention, Tenure, and Promotion Process

- Probationary Year 1: Prepare Prospectus
- Probationary Year 2: First full performance review
- Probationary Year 3: Abbreviated review (unless full required)
- Probationary Year 4: Second full performance review
- Probationary Year 5: Abbreviated review (unless full required)
- Probationary Year 6: Tenure and Promotion performance review
- If Service Credit granted upon hire, still complete Prospectus now and undergo full performance review next year
  - With one Service Credit year, back-to-back full reviews in years “3” and “4”
  - With two Service Credit years, full reviews in years “4” and “6”
Retention, Tenure, and Promotion Process

- Know your Department Personnel Standards
- Be familiar with UPS 210.000
- Consult with your Chair, mentors, and senior faculty
- Determine if any scholarship from pre-employment can count
- FDC: Participate in new faculty workshops, initiatives, and social events
- Keep balance in mind
- Document everything
- Assemble materials each semester
Probationary Year 2: Full Performance Review

- Checklist and Portfolio due to Chair by Monday, Sept. 17, 2018
- Checklist Form: [http://www.fullerton.edu/far/_resources/pdfs/forms/RTPPortfolioChecklist1819.docx](http://www.fullerton.edu/far/_resources/pdfs/forms/RTPPortfolioChecklist1819.docx)
- Table of Contents: [http://www.fullerton.edu/far/_resources/pdfs/forms/RTPPortfolioTOC.docx](http://www.fullerton.edu/far/_resources/pdfs/forms/RTPPortfolioTOC.docx)
- Faculty Portal contains:
  - Statistical Summaries of Student Opinion Questionnaires (Course Reports)
  - Completed Student Opinion Questionnaire Forms (Raw Data)
  - Statistical Summaries of Grade Distributions (Graded Class Lists)
Probationary Year 2: Full Performance Review

- Chair declares complete after submission of Checklist and Portfolio
- Chair evaluates Portfolio and forwards it to Department Personnel Committee
- Chair presents faculty member with Chair evaluation and DPC evaluation and recommendation
- Faculty member acknowledges receipt and declares whether a rebuttal will be submitted within 10 days
- Chair presents faculty member with Chair recommendation
- Faculty member acknowledges receipt and declares whether a rebuttal will be submitted within 10 days
- Portfolio is forwarded to Dean who reviews and then presents faculty member with Dean evaluation and recommendation
- Faculty member acknowledges receipt…
Probationary Year 2: Full Performance Review

- Portfolio is forwarded to Faculty Affairs and Records where it is audited and assessed for Faculty Personnel Committee review
- Portfolio is forwarded to the Provost who will make final decision
- Provost’s letters are due to faculty by February 15, 2019
- Possible outcomes are:
  - Reappointment with an abbreviated review next academic year
  - Reappointment with a full performance review next academic year
  - Termination at the end of the Spring semester
Early Tenure and Early Promotion

• After one year of service, a probationary faculty member may request early tenure and early promotion
• Early request form must be submitted to FAR by Sept. 10
• Read Department Personnel Standards for early tenure and early promotion requirements
• To receive early tenure and early promotion, all expectations for the probationary period must be satisfied and performance in both teaching and scholarly and creative activities must exceed expectations
• Possible outcomes are:
  – Tenure and promotion to Associate Professor
  – Promotion to Associate Professor without tenure
  – An additional probationary year
Interfolio

- New electronic RTP system used by many CSUs
- Login to the Faculty Portal to access the two products
  - Review, Promotion & Tenure (email sent when your case is ready)
  - Dossier is secure storage system where you can store your materials in preparation for upcoming reviews
- Hybrid system as wet signatures still desired
- Checklist form, recommendation forms, signature page, and evaluations and recommendations produced at each level will be in hard copy and travel in a folder to each review step