Preview: Master RTP Template

Instructions to the candidate
Welcome to Interfolio’s Review, Promotion & Tenure, the evaluation system at Cal State Fullerton. Please note that the system is browser-sensitive and requires a recently-updated version of Chrome, Firefox, or Safari. Do not upload files containing any highlighting, notes, or tags as this may affect legibility.

Faculty are required to have all of their materials uploaded and the signed, hard-copy checklist form submitted to their Department Chair by 5 pm on [insert date].

It is recommended that users first gather all of their PDF documents and create their Table of Contents. The Portfolio Table of Contents template is available from FAR. Candidates must create their own Table of Contents for the Appendix. Please use the section numbers and a naming convention for your documents so that reviewers can distinguish them from one another and identify the contents by the name (for example, “1.0 Table of Contents.pdf”).

The Faculty Affairs and Records website contains several important resources concerning your evaluation. Please visit the following page for: Faculty Personnel Policies and Procedures (UPS 210.020), Department Personnel Standards, and the Timetables.

If you have any questions, please visit the Interfolio Help Center or contact us at far@fullerton.edu or (657) 278-2125. Thank you.

1.0 Table of Contents
Documents
1.0 Table of Contents, 1 required

2.0 Table of Contents of Appendix
Documents
2.0 Table of Contents of Appendix, 1-3 required

3.0 Department Personnel Standards or UPS 210.000
Documents
3.0 Department Personnel Standards or UPS 210.000, 1 required

3.10 Prospectus
Documents
3.10 Prospectus, 1 required

4.0 Portfolio Vita
Documents
4.0 Portfolio Vita, 1 required

5.0 Narrative Summary of Teaching Performance
Documents
5.0 Narrative Summary of Teaching Performance, 1 required
5.10 List of Classes Taught
Documents
5.10 List of Classes Taught, 1 required

5.20 Blank Student Opinion Questionnaire Form(s)
Documents
5.20 Blank Student Opinion Questionnaire Form(s), 1+ required

5.30 Statistical Summaries of Student Opinion Questionnaires (Statistics Report)
Documents
5.30 Statistical Summaries of Student Opinion Questionnaires (Statistics Report), 1+ required

5.40 Statistical Summaries of Grade Distributions (Graded Class Lists)
Documents
5.40 Statistical Summaries of Grade Distributions (Graded Class Lists), 1+ required

6.0 Narrative Summary of Scholarly and Creative Activities
Documents
6.0 Narrative Summary of Scholarly and Creative Activities, 1 required

7.0 Narrative Summary of Professional, University, and Community Service Activities
Documents
7.0 Narrative Summary of Professional, University, and Community Service Activities, 1 required

8.0 Table of Contents of Teaching Appendix
Documents
8.0 Table of Contents of Teaching Appendix, 1 required

8.10 Completed Student Opinion Questionnaire Forms (Raw Data)
Documents
8.10 Completed Student Opinion Questionnaire Forms (Raw Data), 1+ required

8.20 Course Materials
Documents
8.20 Course Materials, 1+ required

8.30 Other Relevant Material for Teaching Performance
Documents
8.30 Other Relevant Material for Teaching Performance, optional

9.0 Table of Contents of Scholarly and Creative Activities Appendix
Documents
9.0 Table of Contents of Scholarly and Creative Activities Appendix, 1 required

9.10 Publications and Creative Works
Documents
9.10 Publications and Creative Works, 1+ required

9.20 Evidence of Publications and Creative Works
Documents
9.20 Evidence of Publications and Creative Works, 1+ required

9.30 Accepted Works and Documentation
   Documents
   9.30 Accepted Works and Documentation, optional

9.40 Unpublished Works and Ongoing Activities
   Documents
   9.40 Unpublished Works and Ongoing Activities, optional

9.50 Co-Authorship Documentation
   Documents
   9.50 Co-Authorship Documentation, optional

9.60 Other Relevant Material for Scholarly and Creative Activity Performance
   Documents
   9.60 Other Relevant Material for Scholarly and Creative Activity Performance, optional

10.0 Table of Contents of Professional, University, and Community Service Activities
    Appendix
    Documents
    10.0 Table of Contents of Professional, University, and Community Service Activities
    Appendix, 1 required

10.10 Professional, University, and Community Service Activities
    Documents
    10.10 Professional, University, and Community Service Activities, 1+ required

10.20 Other Relevant Material for Service Activity Performance
    Documents
    10.20 Other Relevant Material for Service Activity Performance, optional